



# User Policy Manual

VERSION V2

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## 1. INTRODUCTION

The purpose of this manual is to simplify the explanation of Nlets message keys in a non-technical manner. For technical information on Nlets message keys, consult the Nlets User Guide (WIKI), which can be found on the Nlets website ([helpdesk@nlets.org](mailto:helpdesk@nlets.org)).

All issues regarding the accuracy and/or completeness of the document shall be sent to ([helpdesk@nlets.org](mailto:helpdesk@nlets.org)).

This manual is laid out in sections based on the message key. Each section provides an overview of the message key (i.e., what the message key is used for, where the information comes from, etc.) and, where appropriate, examples of the transactions are provided at the end of each section.

### 1.1. Background

Nlets serves the law enforcement agencies of each of the 50 states, the District of Columbia, Puerto Rico, U.S. Virgin Islands, Guam, Canadian Police Information Center (CPIC), Interpol, along with 25 Federal law enforcement agencies. Nlets is incorporated under the laws of the State of Delaware and is a non-profit corporation whose purpose is to provide interstate communication to law enforcement, criminal justice, and other agencies involved in enforcement of federal, state and local laws.

Organizationally, Nlets is comprised of eight regions. Each region represents six or seven states and several federal agencies that are grouped together to represent a regional community of interest.

The chief executive officer of each Nlets System Agency (NSA) for a state or other member agency appoints an individual to provide representation in the Nlets organization. The state representatives of each region elect a Chairman and a Vice-Chairman each year. These Chairmen of each region make up the Nlets Board of Directors

The Board of Directors meets three times a year to conduct the organization's business. All policy decisions are made by the Board of Directors. The policy decisions range from how the system is to be operated to how the corporation's general business will be handled.

The Nlets state representatives elect a President, First Vice-President, and Second Vice-President each year for a two year term. The President serves as Chairman of the Board at all Board and Council meetings.

The Board of Directors appoints an Executive Director who is responsible for conducting the organizations day-to-day business and to see that the Board's decisions on system operational and administrative matters are carried out.

### 1.2. Financial

Nlets is a 501(c) (3) not for profit organization that is solely funded by fees for services.



### **1.3. Nlets Contacts**

Should agencies require information of an operational nature, they may call the Nlets Help Desk at 800-528-4020. Additionally, an administrative message may be directed to the Nlets terminal using ORI: **AZNLETS20**. This helpdesk terminal is located within the Nlets Control Center.

Agencies needing information on system and/or network problems may direct requests to the Nlets Help Desk at [helpdesk@nlets.org](mailto:helpdesk@nlets.org).

### **1.4. Description of Nlets**

Nlets' sole purpose is to provide for the interstate and/or interagency exchange of criminal justice, public safety, and related information.

The mission of Nlets is to provide, within a secure environment, an international justice communications capability and information services that will benefit, to the highest degree, the safety, security, and preservation of human life and the protection of property. Nlets will assist those national and international government agencies and other organizations with similar missions that enforce or aid in enforcing local, state, or international laws or ordinances.

Nlets is a secure network and system linking local, state, federal, and international agencies together to provide the capability to exchange criminal justice and public safety related information. Nlets links Nlets System Agencies together. Using an international standardized format, a local agency may transmit and receive data from any other agency in a matter of seconds.

A log of all transactions is kept to provide system statistical reports and management information. The Nlets system can receive, store, and forward message traffic from and to all, its user agencies. Administrative message traffic on the system includes all types of free form criminal justice related data from one point to one or more points. In addition, Nlets supports inquiry into state motor vehicle, driver's license, criminal history, and other state, federal, and international databases.

### **1.5. Control Terminal**

Each Nlets member must designate an agency as the **Nlets System Agency (NSA)**. This designated agency is responsible for maintaining operational surveillance over the state end of the line and for providing distribution services in and out of the Nlets network. The NSA is responsible for all Nlets communication that generates from within their network. The NSA is normally addressed by using the two-character state code.

Traffic is directed automatically to the destination ORI(s) on the state network. The NSA is responsible for the expeditious delivery of messages to the designated destination ORI. An exception to this rule is the distribution of statewide broadcast messages.

Furthermore, no information delivered from Nlets is to be used for any purpose other than that for which it was originally requested. Exceptions to this rule allow

- The review of message traffic for quality control
- The usage of traffic for statistical analysis purposes

### **1.6. Message Retention**

Nlets receives, stores, and forwards messages. In the event that a destination is able to receive, messages are sent immediately. If the destination is unavailable, the sender is notified and Nlets will forward the message(s) when service is restored. In some circumstances, Nlets may return a notice to the requesting agency, indicating they should try again later. In those events, Nlets does not store and forward the original message.

### **1.7. Automated Interface with State Network**

All states interface with Nlets via a computer-to-computer interface. This allows states to use varied formats, depending upon the state requirements and the particular terminal and computer network within that state. Many of the specific operations of Nlets will be transparent to local users in the states. Differences in formats and types of terminals will be resolved in the state computer program that supports the Nlets interface.

### **1.8. Nlets Users and Uses**

The success of the system depends upon enforcing Nlets control policies of who uses the network and for what authorized purposes. Although Nlets is responsible for development of policy, the Nlets members carry the burden for assuring that all Nlets policies and regulations in this regard are followed.

### **1.9. Types of Users**

Nlets is a criminal justice system. Only criminal justice agencies and those non-criminal justice agencies that, through their participation, provide a benefit to public safety or the law enforcement justice community are authorized to participate on Nlets.

The exceptions are those agencies that are authorized to obtain criminal history information (CHRI) through PL99-169 "The Intelligence Authorization Act of Fiscal Year 1986," Title VIII, Section 910 (entitled, "Access of Criminal History Records for National Security Purposes").

The table that follows lists the agencies and organizations that are authorized to participate on Nlets along with special restrictions, if any:

Types of Users:	Special Restrictions:
Non-federal criminal justice agencies in each state, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands	ORI must be assigned by NCIC. No restrictions.
Federal criminal justice agencies	ORI must be assigned by NCIC. No restrictions.
Non-government agencies: <ul style="list-style-type: none"> <li>• National Insurance Crime Bureau (NICB)</li> <li>• National Center for Missing &amp; Exploited Children (NCMEC)</li> <li>• National Vehicle Service (NVS)</li> </ul>	No CHRI access (Message types IQ/IR, FQ/FR, AQ/AR, and CR prohibited.) See agreements for further details.
Agencies authorized under PL99-169 for national security purposes: <ul style="list-style-type: none"> <li>• Central Intelligence Agency (CIA)</li> <li>• Office of Personnel Management (OPM)</li> <li>• Defense Investigative Service (DIS)</li> <li>• National Security Agency (NSA)</li> <li>• Federal Bureau of Investigation (FBI)</li> </ul>	Access for National Security Purposes only (receive CRs only). ORI must be assigned by NCIC.
Government agencies authorized under state or Federal statute to investigate, respond to, regulate, clean up or evacuate as a result of chemical, hazardous material, or an incendiary incident. This also includes state and local emergency management offices.	Weather files (HQ/HR) and AM access in emergency situations. Must have "H" or an "S" in the 9th character of the ORI. or Must have an NCIC assigned ORI.
State governmental agencies responsible for the licensing of driver and registration and/or titling of vehicles and related enforcement activities.	No CHRI Access (Message types IQ/IR, FQ/FR, AQ/AR, and CR prohibited.) This does not preclude the exchange of driver registration and/or history information by DMV's. ORI must end in a "V" and be assigned by NCIC or end in an "S".
Criminal Justice agencies in Canada	ORI must be assigned by RCMP. No restrictions.
Police Departments: <ul style="list-style-type: none"> <li>• Police Departments authorized by state statute but maintained by private colleges or universities.</li> <li>• Railroad police</li> </ul>	Full access provided. NCIC ORI ends in "E".
Communications centers set up to provide service to police and fire departments, and other local government agencies (i.e., "911" centers).	No CHRI access when there is a "P" in 9th character of the NCIC ORI.
Governmental agencies responsible for enforcing laws or ordinances	ORI must be assigned by NCIC or end in an "S" and be assigned by Nlets. If assigned by Nlets the agency is restricted from requesting CHRI and cannot use Nlets for licensing or employment purposes.
Civil Courts when seeking criminal history information pursuant to the Violent Crime and Law Enforcement Act of 1994 for use when hearing civil domestic violence or stalking cases.	ORI must be assigned by NCIC and end in a "D". Purpose code must be "D".
National Weather Bureau	May only send "HR" to criminal justice agencies regarding road/weather information when multiple states are involved.
HUD agencies assigned a "Q" ORI	May only receive criminal history information using a "CR" message type (a response from a Triple I inquiry). The "Q" ORI must be assigned by NCIC.























All NSAs are responsible for assuring that any agencies that they provide Nlets access to is included in the table above. When a criminal justice agency performs a service on behalf of a governmental non-criminal justice agency, each agency must have an ORI. In all transactions, the ORI of the governmental non-criminal justice agency must be used.

If the non-criminal justice agency does not have an ORI and is using Nlets for approved purposes, the Nlets NSA Representative will request, and Nlets will assign an Nlets ORI. This is the "S" ORI.

If the non-criminal justice agency contracts with a private firm, there must be an agreement signed by a representative from the non-criminal justice agency, the private contractor, and the Nlets representative. This agreement guarantees that the non-criminal justice agency will assure that Nlets policies and procedures are followed by the private contractor.

### 1.10. Members Accessing Nlets

The following is a list of users and agencies that have been authorized to access Nlets and also have been approved as members:

Principal Members	50 States, The District of Columbia, Judiciary of Guam, Puerto Rico and the Virgin Islands
International Members	Canada/RCMP
Federal Members	Air Force  , Army  , Coast Guard  , Administrative Office of U.S. Courts  , Customs and Border Protection  , EPIC, FBI  , Federal Aviation Administration  , Federal Motor Carrier Safety Administration  , Federal Protective Service, Immigration and Customs Enforcement  , Department of Interior  , Interpol  , Department of Justice  , National Weather Service  , Naval Criminal Investigative Service  , Office of Personnel Management  , Department of Defense  , Postal Inspection Service  , Secret Service  , Social Security Administration  , Department of State  , Transportation Security Administration  , Department of Veterans Affairs 
Regional Members	ARJIS San Diego County SO, Capital Wireless Information Net (CapWIN)
Associate Members	MVTRAC Federal Crime Bureau (MVFCB), National Center for Missing and Exploited Children (NCMEC), National Insurance Crime Bureau (NICB), National Vehicle Services (NVS), Western Identification Network (WIN)

### 1.11. State/User Responsibilities

Each state (member) is responsible for allowing an interface with Nlets, thereby providing access for all criminal justice agencies or other authorized agencies within their jurisdiction to all other criminal justice or other authorized agencies in the nation. With this responsibility, the member has the authority, and must exercise this authority, to ensure that all users provided access by the member follow the Nlets policies, especially those relating to security of the system and security of the information transmitted over the system.

Failure of the agencies within the member state or agency to follow the proper procedures must be called to the attention of the Nlets Control Terminal Officer who will in turn take corrective action with the originating agency. Continued violations must be reported to the Nlets Board of Directors for further action.

### 1.12. Maintenance

Nlets' equipment or line problems are to be reported to the Nlets Control Center by the user agency. The Nlets Control Center will then coordinate all trouble isolation. Costs associated with network maintenance are included in the Nlets membership fees. Nlets provides 24x7x365 support to the user community.

### 1.13. General System Usage

All traffic over the system must be in the prescribed message format. Unnecessary messages with superfluous verbiage or embellishments are prohibited. Information of no value to the addressee must be avoided. For example, address or telephone numbers of the parents reporting a runaway are of no value to another department who will notify the originating department, not the parents, of any apprehension. Avoid expressions such as, "ARREST AND HOLD," "HOLD FOR INVESTIGATION," "HOLD AND NOTIFY." "DETAIN FOR THIS DEPARTMENT," "WANTED AS SUSPECT," etc. The name of the crime should be clearly specified and if a warrant has or will be issued.

NOTE – If a warrant has been issued it should be in the NCIC system.

In view of the many persons who may receive messages, the use of non-standard abbreviations must be avoided. Keep in mind that many abbreviations that may be in common use within one department or in one state may be entirely unknown and confusing to another department or state.

It is imperative that departments originating want messages of any type cancel these messages when they no longer apply. Messages may be cancelled only by the originating department. Departments apprehending a wanted subject or recovering a stolen or wanted vehicle should direct a message to the originating station only, reporting the apprehension or recovery. The originating department should then cancel their outstanding messages and clear their NCIC file entry.

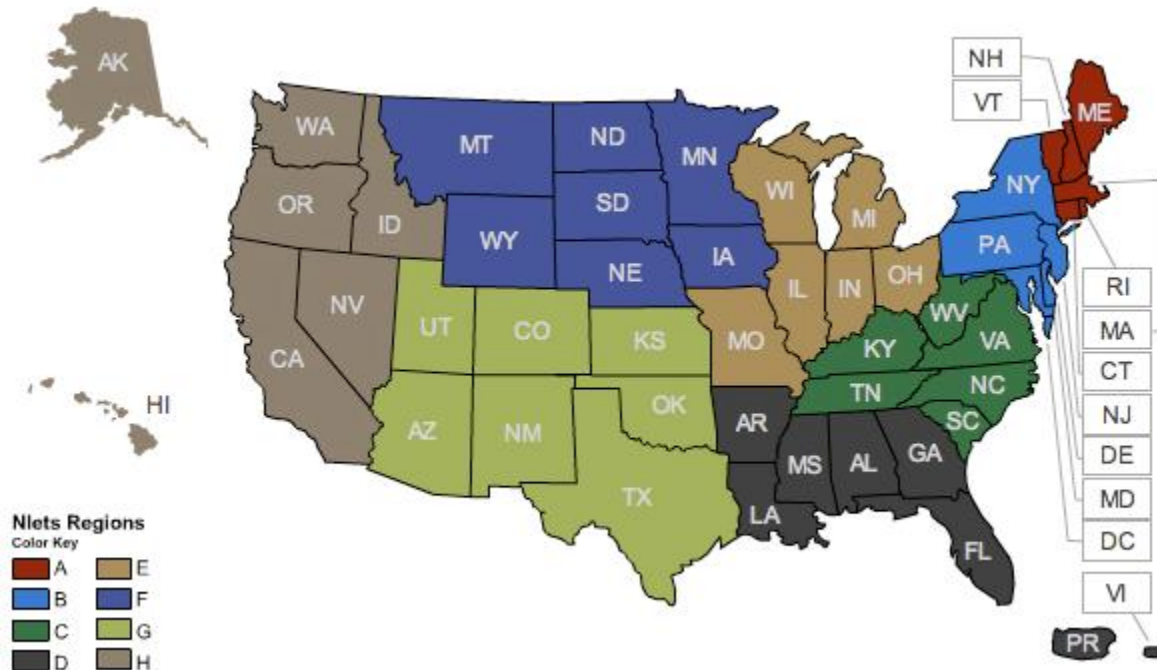
#### **1.14. Restrictions**

The system must not be used for the following types of messages:

- No social announcements (i.e., Christmas messages, retirements, conventions, etc.)
- No recruiting of personnel.
- No messages in which the complainant is interested only in the recovery of property
- No attempts to locate vehicle (breach of trust) without a warrant. For the protection of the arresting officer, messages should not be dispatched until a warrant is secured.
- No excessively long messages.
- No transmission of subpoenas.
- Use of vehicle registration and driver license information obtained via Nlets is limited to official use only. Curiosity inquiries are forbidden.
- Automated positive message acknowledgements (PMA) will not be allowed except when a need can be shown that automated PMA is required in order to capture information that can be of substantial value in diagnosing an information exchange problem. Under no circumstances will the temporary use of PMA exceed 45 days. Authorization for temporary PMA can be given by the Executive Director.
- No solicitation of funds.

#### **1.15. Nlets Regional Map**

Nlets is comprised of eight regions. Each region represents six or seven states and several federal agencies that are grouped together to represent a regional community of interest. A copy of the Nlets regional map follows:



## 2. Nlets Security Policy

The purpose of Nlets is to provide a network for law enforcement, criminal justice, and other agencies and organizations to securely exchange information. The nature of the mission and the sensitivity of the data require that security controls be in place to minimize the risk of abuse of the Nlets information infrastructure. The Nlets Board and membership have approved many policies to enhance the overall security posture of Nlets. Because the nature of the risks to information is constantly changing, the implementation of a security policy within Nlets must be a constantly changing and living process. In order to maintain these policies and procedures Nlets has developed this document to serve as both guide and directory. This directory will ensure that the information provided is the most current available.

### 2.1. Application to Authorized Users

The Nlets information security policy governs the Principle, Federal, International, and Associate Members that have been provided with Nlets connectivity. The policy shall also apply to all strategic partner organizations and non-member agencies with Nlets connectivity.

### 2.2. CJIS Influence on Policies

Although the FBI's Criminal Justice Information Services (CJIS) and Nlets are separate entities, there is much commonality between the goals, process and policies of CJIS and Nlets. Through the Advisory Policy Board, CJIS has developed many policies to control access to, and use of, their information.

### **2.3. Nlets Members**

Nlets and all of its member agencies that have a connection to the FBI's CJIS network are required to adhere to the CJIS Security Policy. For these member agencies Nlets shall adopt the CJIS Security Policy as the policy governing the Nlets connection.

Compliance with the CJIS Security Policy is audited by the FBI's Technical Audit Unit on a triennial basis. During their audit of the Nlets member agency the FBI's Technical Audit Unit will also examine the physical Nlets connection and related information systems on behalf of Nlets.

Compliance with the FBI CJIS Security Policy as audited by the Technical Audit Unit shall be accepted by Nlets as compliance with the Nlets Information Security Policy. Nlets security staff may perform additional audits at the discretion of Nlets management and the Nlets Board of Directors.

### **2.4. Security Policies**

A copy of the two security policies can be downloaded below:

<https://www.nlets.org/Media/Default/resources/NISP-V1.pdf>

[https://www.nlets.org/Media/Default/resources/CJIS%20Security%20Policy%20v5%201\\_07132012\\_-ns.pdf](https://www.nlets.org/Media/Default/resources/CJIS%20Security%20Policy%20v5%201_07132012_-ns.pdf)

These policies can also be found on the Nlets website at [www.nlets.org](http://www.nlets.org)

### 3. Administrative Messages

This section describes administrative messages and how to use them for multiple destinations and state, regional, and all-points broadcasts.

#### 3.1. Overview

##### 3.1.1. An Administrative Message (AM) is:

- A criminal justice related point-to-point free form message
- Differentiated from other Nlets traffic in that it is free form
- May be used for practically any type of information transmission not associated with a specific message type
- May ask for information or assistance
- May be in response to a request from another agency

##### 3.1.2. An Administrative Message “Law Enforcement Only” (AML) is:

- A law enforcement only related point-to-point free form message
- May be used for practically any type of law enforcement only information transmission not associated with a specific message key
- May ask for information or assistance
- May be in response to a request from another agency
- Nlets will insert the caveat, “FOR LAW ENFORCEMENT DISSEMINATION ONLY” within the body of the message prior to sending

##### 3.1.3. General Guidelines for Statewide, Regional, All-Points Messages:

- To request a statewide, regional, or all-points message, all Nlets members must use an administrative message (AM/AML)
- Users should confirm broadcast type messages to individual states, regions, or “community of interest” states
- State broadcasts may be sent to up to five states
- Regional broadcasts codes and two-character state codes may be intermixed in the destination portion of the header
- The general use of all-points messages is discouraged

\*Note – Information related to officer safety (e.g., armed and dangerous, etc.) should be placed at the front of the message on its own line to highlight it.

Administrative messages to Canada should be addressed to the individual two-character province or territory (AB, BC, MB, NF, NK, NS, NT, NU, ON, PE, PQ, SN, and YT). Only narrative messages dealing with urgent operational police matters will be considered for broadcast in Canada.

#### 3.2. Multiple Destination Administrative Messages

Multiple ORIs or region codes may be used to send a message to more than one agency or region, up to a maximum of five locations.

#### 3.3. State Broadcast Messages

A state broadcast is an administrative message (AM/AML) sent to a state control terminal requesting that state to send an APB within the state.



\*Note – Information related to officer safety (e.g., armed and dangerous, etc.) should be placed at the front of the message on its own line to highlight it.

### **3.4. Regional Broadcast Messages**

A regional broadcast provides Nlets users with the ability to send selected types of messages to the control terminal in a group(s) of predefined states and agencies located in a geographical area. The control terminal will handle further dissemination at its discretion.

The five types of regional broadcast messages are:

- Administrative Message (AM)
- Administrative Message “Law Enforcement Only” (AML)
- Driver’s License Queries (DQ)
- Identity Queries (IQ)
- Vehicle Registration Queries (RQ)

Regional broadcast messages will be transmitted to points-of-entry only once. For example, if a message is addressed to two regions, agencies that may fall under both regions (e.g., FBI, TECS) would receive only one copy of the message, not two.

To assist control terminals in further disseminating administrative type regional requests, the sender may include a request such as, “DELIVER TO STATE CRIME LAB” or “DELIVER TO MAJOR CITIES.”

#### **3.4.1. Regional Codes**

The regional codes with their respective states and agencies are listed in the table that follows:

A1	B1	C1	D1	E1	F1	G1	H1
Connecticut	Delaware	Kentucky	Alabama	Illinois	Iowa	Arizona	Alaska
Maine	DC	North Carolina	Arkansas	Indiana	Minnesota	Colorado	California
Massachusetts	Maryland	South Carolina	Florida	Michigan	Montana	Kansas	Guam
New Hampshire	New Jersey	Tennessee	Georgia	Ohio	Nebraska	New Mexico	Hawaii
Rhode Island	New York	Virginia	Louisiana	Wisconsin	North Dakota	Oklahoma	Idaho
Vermont	Pennsylvania	West Virginia	Mississippi	FBI/NCIC	South Dakota	Texas	Nevada
FBI/NCIC	FBI/NCIC	FBI/NCIC	Puerto Rico	Customs	Wyoming	Utah	Oregon
Customs	Customs	Customs	Virgin Islands	Dept of Army	FBI/NCIC	FBI/NCIC	Washington
Dept of Army	Dept of Army	Dept of Army	FBI/NCIC	Dept of Navy	Customs	Customs	FBI/NCIC
Dept of Navy	Dept of Navy	Dept of Navy	Customs	Dept of Justice	Dept of Army	Dept of Army	Customs
Dept of Justice	Dept of Justice	Dept of Justice	Dept of Army	TSA	Dept of Navy	Dept of Navy	Dept of Army
TSA	TSA	TSA	Dept of Navy	Interpol	Dept of Justice	Dept of Justice	Dept of Navy
Interpol	Interpol	Interpol	Dept of Justice	Nlets	TSA	TSA	Dept of Justice
GSA	Postal Service	Nlets	TSA		Interpol	Interpol	TSA
Nlets	Nlets		Interpol		Nlets	Nlets	Interpol
			Nlets				Nlets

### 3.4.2. Restrictions on Regional Broadcast Messages

There are two types of restrictions placed on regional broadcast messages. They include:

- Secondary dissemination of regional broadcast messages received
- Content and use of regional broadcast messages sent

### 3.4.3. Secondary Dissemination of Regional Broadcast Messages

Regional broadcasts may not be secondarily disseminated to non-criminal justice agencies without first obtaining specific approval from the originator.

### 3.4.4. Message Use and Content of Regional Broadcast Messages

Users are encouraged to use regional codes rather than APBs if possible. In instances where a regional code may not contain every state to which the user wishes to send a message, the use of multiple two-character state codes and regional codes, up to a

maximum of five destinations, can address many states without using a blanket APB. The list that follows outlines the restrictions on regional broadcast message content:

<b>Restrictions Adopted for Regional Broadcast Content:</b>
<b>No social announcements (i.e., holiday messages or retirements).</b>
<b>No recruitment of personnel.</b>
<b>No messages in which the complainant is interested only in recovery of property.</b>
<b>No attempts to locate vehicle (breach of trust) without warrant.</b>
<b>No messages supportive or in opposition to political issues or announcements of meetings relative to such issues.</b>
<b>No messages supportive or in opposition to labor management issues or announcements relative to such issues.</b>
<b>No messages supportive or in opposition of legislative bills.</b>
<b>No messages relating to requests for information concerning salary, uniforms, personnel, or related items that can be routinely obtained by correspondence or means other than Nlets.</b>
<b>No messages relating to the advertisement or sale of equipment.</b>
<b>No requests for criminal history record information. IQ, FQ and AQ must be used for this purpose.</b>
<b>No reply only if wanted (ROIWS).</b>
<b>No solicitation of funds.</b>
<b>No training messages that include the name of the company that is providing the training unless the company is not-for-profit and is providing a direct service to law enforcement.</b>

### 3.4.5. Exceptions to Restrictions on Regional Broadcast Messages

The restrictions may be waived under the following conditions:

- A user has information that is pertinent to a criminal investigation, is of interest to a group of states, and cannot be entered into NCIC.
- A user has information regarding kidnapping, skyjacking or other serious criminal acts. Keep message as brief as possible.
- A user has information on a wanted person that cannot be entered into NCIC but may be of interest to a group of states.
- Permission has been granted by Nlets on a per case basis.

Note – Information related to officer safety (e.g., armed and dangerous, etc.) should be placed at the front of the message on its own line to highlight it.

Note – Users initiating want messages of any type (e.g., wanted person, missing person, runaway, etc.) must cancel these messages when they no longer apply.

### 3.5. All Points Broadcast

An all points broadcast (APB) provides Nlets users with the ability to send administrative type messages (AM/AML) to each state and federal member terminal.

A destination code of “AP” will result in the message being directed to all state and federal control terminals.

### 3.5.1. Restrictions on All Points Broadcasts

There are two types of restrictions placed on nationwide broadcast messages. They include the following:

- Secondary dissemination of APBs received and
- Content and use of APBs sent

### 3.5.2. Secondary Dissemination of All Points Broadcasts

Regarding secondary dissemination, nationwide broadcasts may not be secondarily disseminated to non-criminal justice agencies without first obtaining specific approval from the originator.

### 3.5.3. Message Use and Content of All Points Broadcasts

Regarding the content and use of APBs, users are urged to carefully consider whether there is a necessity to send the message to all states. If the message pertains to a geographical area of the United States (i.e., east coast, Sunbelt, etc.), the user should seriously consider the use of a regional broadcast that will more narrowly focus on the states that could provide assistance.

The following table outlines the restrictions on all points broadcast content:

<b>Restrictions Adopted for All Points Broadcasts</b>
<b>No social announcements (i.e., holiday messages or retirements).</b>
<b>No seminar, training class or convention announcements. Training and seminar announcements may be sent via Regional broadcast codes to states in geographic proximity of the sender.</b>
<b>No recruitment of personnel.</b>
<b>No messages in which the complainant is interested only in recovery of property.</b>
<b>No attempts to locate vehicle (breach of trust) without warrant.</b>
<b>No excessively long messages.</b>
<b>No messages supportive or in opposition to political issues or announcements of meetings relative to such issues.</b>
<b>No messages supportive or in opposition to labor management issues or announcements relative to such issues.</b>
<b>No messages supportive or in opposition of legislative bills.</b>
<b>No messages relating to requests for information concerning salary, uniforms, personnel, or related items that can be routinely obtained by correspondence or means other than Nlets.</b>
<b>No messages relating to the advertisement or sale of equipment.</b>
<b>No messages regarding wanted subjects or vehicles if they can be entered into NCIC.</b>
<b>No attempt to locate messages.</b>
<b>No reply only if records (ROIRS).</b>
<b>No reply only if wanted (ROIWS).</b>
<b>No runaways.</b>
<b>No missing persons.</b>
<b>No solicitation of funds.</b>

### 3.5.4. Exceptions to Restrictions for All Points Broadcast Messages

The restrictions may be waived under the following conditions:

- A user has information that is pertinent to a criminal investigation that is of interest to all states and cannot be entered into NCIC.
- A user has information regarding kidnapping, skyjacking or other serious criminal acts. Keep message as brief as possible.
- A user has information on a wanted person that cannot be entered into NCIC but is of interest to all states.
- Permission has been granted by Nlets on a per case basis.

Note – Information related to officer safety (e.g., armed and dangerous, etc.) should be placed at the front of the message on its own line to highlight it.

Note – Users initiating a want message of any type (e.g., wanted person, missing person, runaway, etc.) must cancel these messages when they no longer apply.

## 4. Help File Transactions

### 4.1. Overview

This section describes Nlets HELP file transactions. Inquiries to Nlets and responses from the Nlets HELP files are available to all Nlets users. There are two types of HELP files:

- HELP files that deal with state or other member HELP records
- HELP files that deal with general HELP records maintained by Nlets

### 4.2. State/Province/Federal Member Agency HELP Files

A HELP file is available for each participating state, Canadian province, and federal member agency via a reserved area on the Nlets system. Nlets members do not need to allocate space or do extensive program changes on their system to participate in the HELP file program.

### 4.3. Requirements

The HELP messages must be an administrative message type with a single destination address that designates the requested HELP record.

### 4.4. ORI for HELP File Message Transactions

A state/province/agency must send an AM message to the proper ORI to use the HELP files. This designates the specific record to retrieve and action to be taken.

HELP File ORI: aabbccccc where:

- The first two characters designate the specific state/province file
- The 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> characters designate which record is to be accessed
- The last four characters of the ORI designate the action to be taken upon the record

#### 4.5. *Federal Agencies/Other Organizations HELP Files*

Federal agencies or other organizations with direct lines to Nlets are provided a single unique HELP record; identified by the characters “ADM.”

To access a federal HELP file, use one of the two-character federal codes in the table below, followed by “ADMHELP.”

<b>Federal Agency</b>	<b>Two Character Code</b>
Air Force	AI
ATF	AT
INS/ICE/DHS	AX
Dep. Of State	BB
Coast Guard	CG
Dep. Of Army	DA
Dep. Of Interior	DI
Dep. Of Justice	DJ
Dep. Of Navy	DN
PERSEREC	DP
Dep. Of State	DS
Federal Aviation Admin	FA
FBI (Nlets)	FB
FBI (NCIC)	FI
FMCSA	FM
GSA Fleet	GS
Interpol	IP
NCMEC	MC
US Marshals	MR
Office of Personnel Mgmt	OP
Postal Service	PO
Postal Service	PS
Secret Service	SS
Customs and Border Protection	TC
Transportation Safety Admin	TS
US Courts	UC
Government Plates Database	US

#### 4.6. Canadian HELP Files

Several HELP files have been assigned to Canada to assist users in accessing this interface. The Royal Canadian Mounted Police (RCMP) supports many of the files that are accessible through the interface. There will be a single HELP file for these.

Each province/territory in Canada has the following HELP files for vehicle registration and driver's license information:

xxLICHEP = one for each province/territory (12 in all)

xxOLNHELP = one for each province/territory (12 in all)

(xx = province/territory identification code)

In addition, single HELP files exist for the following information:

ORI	Canadian HELP Record to be Accessed
CNARTHELP	Stolen Article help information
CNBOTHELP	Boat/Motor help information
CNGENHELP	General help information on Canada
CNGUNHELP	Stolen Gun help information
CNlichep	General Vehicle Registration help information
CNOLNHELP	General Driver License help information
CNPERHELP	Wanted Persons help information
CNSECHelp	Stolen Securities help information
CNSIRHELP	Criminal History help information
CNVEHHELP	Stolen Vehicles help information

#### 4.7. Nlets HELP Files

Nlets has also developed several informational HELP files and have made them available to all users. These records are listed below along with the specific destination ORI required to access the information:

Destination ORI	HELP Information Records
<b>FNORIHHELP</b>	Contains a list of the Federal codes that are converted to ORION Fed search codes in the ORION file.
<b>NLBASHELP</b>	Contains a list of states providing a boat/snowmobile HELP file on Nlets and a test record available to other users over Nlets.
<b>NLFLYHELP</b>	Contains information on how to submit a LEO Flying Armed message.
<b>NLGUNHELP</b>	Contains a list of states that support inquiries to their Concealed Carry of Weapon permit (CCW) files.
<b>NLLPRHELP</b>	Contains information on the License Plate Reader Program.
<b>NLNOQHELP</b>	Contains a list of states that support name only driver license and vehicle registration inquiries.
<b>NLOLNHELP</b>	Contains a list of states providing automated driver license and HELP FILES over Nlets and a test record available to other users over Nlets. Also should indicate if state supports name only inquiries.
<b>NLORIHHELP</b>	Contains list of states that accept Nlets assigned "S".
<b>NLPPCHELP</b>	Contains a list of states that support inquiries to their parole, probation and corrections files.
<b>NLSIRHELP</b>	Contains a list of states providing automated responses to IQ and/or FQ queries.
<b>NLSONHELP</b>	Contains a list of states that support sex offender notifications.
<b>NLSORHELP</b>	Contains a list of states that support inquiries to their sex offender registration file.
<b>NLSWQHELP</b>	Contains a list of states that support inquiries on state warrants.
<b>NLTSTHELP</b>	Contains a list of state test records.
<b>NLWLQHELP</b>	Contains a list of states that support Wildlife Violation transactions.
<b>NXWTHHELP</b>	Contains information on states that provide road/weather information on an automated and non-automated basis.

#### **4.8. HELP File Formats**

Each user has the responsibility of maintaining their HELP file records in the correct format. The required formats help to standardize the HELP records and make them more useful to others.

## **5. ORION**

### **5.1. Overview**

The objectives of the ORION application are:

- First, it allows a user to find the ORI of an Nlets user agency when only the location (city and state) or federal agency (name of agency and state) is known.
- Second, if only the ORI is known it allows a user to gather information (i.e., address, phone number, FAX number, etc.) on an agency.
- Primary validation for agency's permissions on the Nlets system.



## 5.2. **ORION Validation, Creation, and Certification**

The objective of the ORION file is to assure that only authorized users are using the network and that these users are using the network for authorized purposes. Once created, Nlets works with each CTA/NSA to ensure that it is both accurate and complete.

### 5.2.1. **Validation**

Validation of sending ORIs must be accomplished on every transaction passed to Nlets.

### 5.2.2. **Creation**

Only NCIC approved ORIs, Nlets ORIs, and Board approved ORIs may be entered on Nlets. For example, Indiana may not enter an Illinois ORI. Only terminals authorized by the Nlets System Agency (NSA) may add entries on ORION. The “add/cancel” authorization flag can be manipulated only by the NSA ORI. They will be checked against NCICs ORI file to determine whether it is on NCIC. If it is not, it must have been approved by the Board of Directors.

Once approved for access, Nlets controls daily access to the network through comparison to an Nlets-resident table of authorized ORIs called the ORI On-line Directory (ORION). The sender and destination ORIs are checked on every transmission sent through the network. Nlets also uses the ORI in conjunction with ORION to control the types of information sent through the network. Therefore, it is a critical piece of every transmission over the network.

Nlets divides ORIs into two types: criminal justice and non-criminal justice.

- The non-criminal justice agencies are further divided:
  - Those that have an ORI assigned by the FBI
  - Those that have an ORI assigned by Nlets

Law Enforcement:

- **PD** – any agency of city government
- **SO** – any agency of county government including parishes
- **SA** – any agency employed by a state with statewide jurisdiction
- **LE** – used as a catchall for any agency not fitting the above criteria. May be used on inquiry or record creation.
- **FE** – federal agency

Criminal Justice:

- **JA** – any prosecutor
- **JC** – any corrections agency
- **JG** – any probation agency
- **JJ** – any court agency

- **JF** – any federal non-law enforcement criminal justice agency
- **CJ** – will return all defined non-law enforcement criminal justice agencies and should be used as a general type for all ORIs ending in B, M, N, or Y.

Non-Criminal Justice Organizations or Agencies (e.g., DMV, etc.)

- **NJ** – non-criminal justice agencies

Note – Generally, the second letter of these two character codes is the same one used by NCIC in breaking down their ORIs for criminal justice agencies.

When a criminal justice agency performs a service on behalf of a governmental non-criminal justice agency, each agency must have an ORI. In all transactions the ORI of the non-criminal justice governmental agency must be used. If the non-criminal justice agency does not have an ORI and is using Nlets for approved purposes, upon request of the Nlets Representative, Nlets staff may assign an Nlets ORI. This is known as the “S” ORI.

If the non-criminal justice agency contracts with a private firm, there must be an agreement signed by a representative from the non-criminal justice agency, the private contractor, and the Nlets representative. This agreement guarantees that the non-criminal justice agency will assure that Nlets policies and procedures are followed by the private contractor.

All law enforcement and criminal justice agencies in the United States and Canada are authorized to access Nlets. There are many non-criminal justice agencies that are authorized to access Nlets. These fall into three groups as described below:

Generic Types of Agencies:
<b>Non-Criminal Justice Governmental Agencies with an FBI ORI</b> These agencies have been assigned an ORI by the FBI but are not criminal justice agencies. <b>Example: Department of Motor Vehicles (DMV) within the states.</b>
<b>Non-Criminal Justice Governmental Agencies with an Nlets ORI</b> These agencies have been assigned an ORI by Nlets but are not criminal justice agencies. These ORIs may be identified by an “s” in the 9th character. <b>Example: A child support enforcement agency within a state.</b>
<b>Private Not-for-Profit Organizations with an Nlets or NCIC ORI</b> These organizations may have an ORI assigned by the FBI or Nlets. Through their membership they provide a service to the law enforcement or criminal justice community. These Nlets ORIs may be identified by an “S” in the 9th character. <b>Example: An organization such as the National Insurance Crime Bureau (NICB).</b>

### 5.2.3. Certification

It is the responsibility of the Nlets representative to ensure that all ORION entries owned by that user (i.e., state, federal, international, or associate) have been certified

as up-to-date and accurate at least every two years. These dates will coincide with NCICs validation of their ORI file.

Every two years a file containing all ORIs will be emailed to each Nlets representative. The Nlets representative will certify that all records are valid, accurate, and up-to-date. He/she will then sign a certification document attesting to the validity of each record owned by the member. Nlets staff will cause the certification date in each record to be updated to reflect the successful completion of the certification procedure. Users will have 90 days to certify their ORIs.

Following the 90 day certification period, Nlets will notify members who have not certified their ORI file that their ORIs will be deactivated in 30 days unless certified within that time period. A return receipt for the second notice will be requested. If after the 30 days from the time the member has received the second notice, the ORIs still have not been certified, the ORIs will be deactivated.

### **5.3. *Create Your File***

The ORION application has been developed to provide the user with a variety of ways to access information. In order to take full advantage of this design the user must have a clear understanding of how the file is created. Each user creates their ORI file. The usefulness and flexibility of a file is determined by the record input.

It is the responsibility of the state representative to enter and maintain ORIs for all state, local, federal, and other agencies that have a terminal on their state system that can access Nlets. It is recommended that each and every ORI be entered into Orion; however, Nlets only validates a match on the first seven characters of a law enforcement ORI when allowing access.

The federal member representative is responsible for entering ORI records for the appropriate state sub-files for all terminals for which they provide service and for entering any of their ORIs that they deem appropriate into the corresponding state sub-files.

### **5.4. *Entry of a New ORI***

The criteria for entry of ORIs on ORION are as follows:

- Any agency that is assigned an ORI that accesses Nlets either directly, or by agreement through another agency, shall have an entry on ORION.
- If there are multiple terminals within a law enforcement agency that have access to Nlets, separate entries are required when the first seven characters of the ORI are the same and at least one other data field in the ORION record (e.g., phone number, address, etc.) differs.
- For criminal justice agencies, if multiple ORIs are assigned to the same agency, an entry is required for each ORI that accesses Nlets.

The priority field defines a baseline priority for low priority ORIs. Nlets sends all messages with one of 12 priorities, based on the message type, and designates a 1 through 12, with 1 having the highest priority and 12 having the lowest priority. The baseline priority specifies that messages to this ORI be assigned at least the specified baseline.

- Messages with lower priority numbers will be set to this baseline number (higher priority)
- Messages with higher priority numbers will be left unchanged (lower priority)

For example, a message typically sent at priority level 3 would be sent at reduced priority 10 if the ORI has a baseline priority of 10.

If the baseline priority field is not specified, Nlets defaults it to a 10 for ORIs ending in "S", and to 0 for all other ORIs.

The sender ORI must be valid for the line on which the transaction was received. In addition, the data ORI, which is the ORI to be entered into the file, also must be valid for the line.

Finally, a check is made to ensure there is no existing ORI record with the same state codes, location, and ORI.

If all checks are successful, the line name that the transaction was received on is stored as the owner of the ORI record and the current date is stored as the creation date.

The sub-file that the record will be inserted into is derived from the first two characters of the data ORI. If the first two characters are a state code, Canadian province or territory code "DC" or "PR," the record is entered into that sub-file. All other records are entered into the foreign (miscellaneous) sub-file.

In the simplest case, a user will enter a single record for each agency, giving the agency's location, agency name, ORI, and all other data elements.

The only optional data elements are as follows:

- Alternate phone number
- FAX number
- Alternate FAX number
- Remarks field

Additional records may be entered for the same location with different ORIs. Similarly, additional records may be added for the same ORI at different locations. This will enable a user to locate, for example, a sheriff's office when only the city name is known.

No state or federal member may enter an ORI that it would not be allowed to use as a sending ORI.

Only ORIs that are assigned by NCIC or those that are approved by Nlets will be allowed in the ORION file.

### **5.5. Control Terminal Functions**

With the addition of ORI validation and attending control flags, the NSA assumes additional responsibility for the maintenance and control of its portion of the ORION file. The NSA, or any ORI designated by the NSA, will have the ability to modify authorization flags or perform any maintenance on the member's file.

For example, only NSAs can:

- Designate the ORIs from their user population who can add/cancel records, and activate/deactivate ORIs.
- Designate who is authorized to send/receive criminal history information.

Although it is recognized that NSAs may authorize other ORIs to add/cancel records by turning on the add/cancel flag, it is strongly suggested that the NSA retain sole authority to:

- Modify the status of an ORI (active or inactive)
- Modify the authorization for an ORI to send/receive criminal history information

Regardless of the delegation of authority for maintenance of the ORION file, Nlets will always consider the NSA from each member state or federal agency as the responsible agency regarding accuracy and completeness of their ORI file.

### **5.6. Access the ORION File**

There are three types of inquiries that one may use to access the ORION file. They are described in the table below:

<b>Inquiry</b>	<b>Response</b>
<b>Retrieve specific records by ORI.</b>	<b>The response will be the complete text of all records on file for the ORI, unless there are more than three. If there are more than three, summary records will be returned.</b>
<b>A file search by location, limited if desired to a particular agency type.</b>	<b>The response to an inquiry by location will usually comprise summaries of all matching records. However, if there are three or fewer matches, complete records for the matches are returned.</b>
<b>A file search by Federal agency ID, limited if desired, to a particular location.</b>	<b>The response to an inquiry by Federal agency ID will usually comprise summaries of all matching records. However, if there are three or fewer matches, complete records for the matches are returned.</b>

### 5.6.1. Retrieve a Record by ORI

The ORI is required and the location is optional. If the location field is included, only records that match both the ORI and the location will be returned.

Note – If only an ORI is submitted and an exact match is not found, a search of eight and seven characters will be made. This may result in some voluminous responses but it will provide the inquirer with ORIs of the agency if not the exact terminal.

The complete record response includes the following:

<b>ORI</b> <b>location</b> <b>agency name</b> <b>type of agency</b> <b>address</b> <b>city</b> <b>zip code</b> <b>phone</b> <b>alternate phone number, if present</b> <b>hours of service</b> <b>authorization flag</b> <b>baseline priority</b>	<b>FAX phone number (sender pays), if present</b> <b>alternate FAX phone number, if present</b> <b>NSA flag</b> <b>add/cancel authorization flag</b> <b>active/inactive flag</b> <b>record owner</b> <b>creation date</b> <b>update date</b> <b>certification date</b> <b>remarks</b>
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### 5.6.2. Retrieve a Record by Location

- The location is required and the type is optional.
- All records in the specified number sub-file that match the specified location and agency type are returned to the sending ORI.
- The type field is optional, and if not specified defaults to search all law enforcement ORIs since the vast majority of inquiries will be for law enforcement ORIs.
- Federal agency records are not retrieved.
- If a criminal justice agency (other than law enforcement) or a non-criminal justice agency, such as NICB, is being sought, the appropriate type code should be used. If a type code of "CJ" is used all criminal justice agencies (other than law enforcement and federal agencies) will be returned as well as non-criminal justice agencies. The non-criminal justice agencies will clearly be identified in the response as a non-criminal justice agency.

### 5.6.3. Search Method

The requirements for a search are as follows:

- At least two characters are required
- The complete location need not be specified

The system searches for exact matches of the characters provided. For example, if the user does not know how to spell Tucson, the user may inquire on LOC/TU and the system will retrieve all entries that begin with "TU." The system will search from two to

seven characters with this method. It is intended to eliminate the need for a soundex system and yet still provide assistance with spelling difficulties.

Entry	Return	Examples
If seven or fewer characters are given, the system tries first to find records whose entire location field matches the specified characters.	If the location matches a location on file, only that record will be returned. If no records match exactly, then the system searches for records that begin with the specified characters.	A query on <j:OrganizationLocation>ROCK</j:OrganizationLocation> or LOC/ROCK would produce only the complete record for the police department in Rock, Illinois. A query <j:OrganizationLocation>ROC or LOC/ROC would produce summary records for ROCK, ROCK FALLS, ROCKFORD, AND ROCK ISLAND
If the user supplies more than 7 characters, only the first seven will be compared <u>unless</u> an exact match can be made of the entire location field in the inquiry with one or more location fields in the file records.	Only the exact matching records will be returned regardless of the number of characters searched.	If one inquires on Kalamazoo and there are records with "Kalamazoo" and "Kalamazo" only the exact matching record will be returned. If one inquires on "Kalamazu" both records would be returned since there was no exact match.
If the user specifies only two location characters, and no matches are found.	A "no record" message is returned.	
If more than two characters are given and no records match all the characters.	The system will delete the user's last specified character and try again for one or more matches. This process is repeated until matches are found, or until the system can find no matches on even the first two characters. The response will indicate that an extended search was performed.	If the user specified "TUCSON" as the location, the location will be shortened by one character to TUCSO, then TUCS, TUC and finally TU, and, as above, the system will return all locations beginning with "TU".

#### 5.6.4. Response to Inquiry

Matching Records	Nlets Returns
If there are three or fewer matching records:	The complete content of all matching records is returned.
If there are four or more matches:	A summary of each matching record is returned.

Should the inquirer receive multiple summary records, a second inquiry can be made on the specific ORI in order to retrieve the complete ORI record.

If the user still receives only summary data, an inquiry with both ORI and location must be submitted to narrow the search.

No more than 100 hits will be returned on a single query. If this occurs, the user must narrow the search by providing more information in the location or type field.

The record summary includes the following:

- Agency Name
- Location
- ORI
- Indicates hours of service
- CHRI authorization flag
- Indicates if the record is for a non-criminal justice agency
- Indicates whether the agency has a FAX number in their record

The legend code interpretation follows:

For	Sending Address	Nlets Response
Positive ORION responses	xxORION00	The xx = 2 character state code specifies the subfile from which the records were retrieved.
Negative responses indicating no records were found	xxORIONNO	A "Not Found" message suggesting that the inquirer send an administrative message so that the Nlets representative can provide assistance.

For the foreign (miscellaneous) sub-file "FN," the user should route the administrative message to the related federal agency two-character code or nine-character address.

#### 5.6.5. Retrieve a Federal Agency Record

To search a federal agency's ORI record, specify a federal agency three-character code. The destination code indicates the state where the federal agency resides.

To limit the search to a particular location, the agency code is followed by a dash and one or more characters of the location.

Inquiry	Response
A file search by Federal agency 3-character code.	<ul style="list-style-type: none"> <li>• All records in the specified state sub file for the agency, limited to those matching the location, if any, are returned to the sending ORI.</li> <li>• If there are three or fewer matching records, the complete content of all matching records is returned. However, if there are four or more matches, a summary of each matching record is returned. The formats of the two types of responses are provided.</li> <li>• No more than 100 hits will be returned on a single query. If this occurs, the user must narrow the search by providing more information.</li> </ul>



Federal agencies will be handled differently since, for example, the user may be looking for the closest federal office but may not know where the office is actually located. Inquiring by federal agency ID returns all federal agency offices within a state.

Example:

If a user needs to contact the closest FBI office to Kalamazoo, Michigan he/she will send the state code "MI" and the agency name "FBI." The system will return all FBI offices in Michigan and the user will select the one he/she prefers.

To narrow the search, modify the request. Adding the letters "KA" after "FBI" would result in the search being limited to only FBI offices in Michigan that are at a location with a name beginning with the letters "KA."

There are several federal agencies with designated ORION codes of "MSC" that have only a few terminals on Nlets. They are all placed in a single miscellaneous file.

#### **5.6.6. Help File**

By sending an administrative message to "FNORHELP" the user will receive a list of the federal agencies, their three-character codes from their ORIs, and the associated ORION federal code used search by FED/.

## **6. Generic Messages**

### **6.1. Overview**

This section describes generic transactions, which provide Nlets users with the capability to use the Nlets switch to inquire on other state's unique databases. Some state files may not be of nationwide value or availability; however, nearby states may benefit from access to these files.

### **6.2. Generic Message Requirements**

There are no specific formats to allow automated access and responses for generic transactions. All coordination is the responsibility of the states.

Rules have been kept to a minimum due to the general nature of the LQ/LR message.

### **6.3. Example**

New York may have implemented a hot file database. There may be definite benefits in allowing New Jersey to access this database. To implement such a capability nationwide is not feasible at this time. Therefore, representatives from New York and New Jersey coordinate an effort to allow access through Nlets utilizing the generic message key (LQ).

Nlets will not edit the text of the message so New Jersey may include whatever information the receiving state (New York) requires.

New York will dissect the message, query their hot file database file, and return the response over Nlets to New Jersey under the generic response message (LR).

## **7. Error Messages**

### **7.1. Overview**

This section presents pertinent information about error messages. If Nlets detects any condition that prevents delivery of an input message to the destination, an error message will be sent to the originating station explaining the condition.

Note – It is important to note the Nlets NL0000000 is the only originator of error (ER) messages. Neither state computer systems nor terminals may generate ER messages.

### **7.2. Nlets Error Message Specifications**

Each error message will contain:

- Standard output header
- A numeric and plain English error notification
- The first 100 characters of the input message
- The sending ORI will always be NL0000000

### **7.3. Nlets Error Messages, Numbers, and Explanations**

Below is a list of all error messages generated by Nlets with the associated error numbers for each error message:

Error #:	Nlets Error Message:	Explanation:
.01.	INVALID HEADER INFORMATION	This error message indicates that there is an error in the message header. Specific information about the error is returned in the message itself.
.02.	MESSAGE TYPE NOT ALLOWED TO DESTINATION	Indicates that a state does not accept the message type being sent. Specific information about the error is returned in the message itself.
.03.	TXT NOT FOUND OR IMPROPERLY FORMED XML	The Nlets System encountered a problem parsing the XML or the TXT could not be found in the message. Specific information about the error is returned in the message itself.
.04.	MEXICAN CDL ERROR	Missing or invalid field to destination. Specific information about the error is returned in the message itself.
.05.	DOB INVALID or MISSING	Indicates that the DOB field could not be found, exceeded maximum length or had a non-numeric character within the date of birth.
.06.	INVALID MESSAGE FORMAT FOR CN	Missing or invalid field to destination. Specific information about the error is returned in the message itself.
.10.	A YEAR FIELD IS INVALID or MISSING	A year field such as VYR, BEG, END and LIY is invalid or missing. Specific information about the error is returned in the message itself.
.14.	FIELDS MISSING	Indicates that a required field could not be found. Specific information about the error is returned in the message itself.
.16.	ATN FIELD INVALID	Indicates that the attention field has invalid characters. Specific information about the error is returned in the message itself.
.19.	INVALID DESTINATION ORIs	Indicates that the message is being sent to an invalid destination. Specific information about the error is returned in the message itself.
.20.	INVALID CONTROL FIELD	Indicates that the control field is too long or has illegal characters. Specific information about the error is returned in the message itself.
.21.	INVALID SENDING ORI	Indicates that the ORI is invalid or does not belong to the user. Specific information about the error is returned in the message itself.
.22.	INVALID MESSAGE FORMAT	Indicates that incorrect fields or missing fields found in message. Specific information about the error is returned in the message itself.
.23.	INVALID FIELD LENGTH	Indicates that a required field is too short or not long enough. Specific information about the error is returned in the message itself.
.24.	MESSAGE HAS AN INVALID FIELD	Indicates that there is an invalid field in the message. Specific information about the error is returned in the message itself.
.27.	MESSAGE HAS TOO MANY DESTINATIONS	Indicates that the user has included too many destinations.
.29.	MESSAGE NOT ALLOWED FROM SENDER	Indicates that the sender has tried to send a message type that they are not authorized to send.
.53.	DESTINATION DOES NOT ACCEPT MESSAGES FROM THIS TYPE OF ORI	Indicates that the destination does not accept messages from this type of sending ORI (i.e. ORI ending in a "S" or "F").
.54.	TOO MANY DESTINATIONS FOR HIT CONFIRMATION	Indicates that too many destinations have placed in the header of the hit confirmation.
.75.	REQUIRED FIELD MISSING	Indicates that a required field is missing from the message type. Specific information about the error is returned in the message itself.

## 8. Status Messages

### 8.1. Overview

This section presents pertinent information regarding status messages that are sent periodically by the Nlets system, Nlets terminals, and member systems.

All messages are in plain English and use the same structure and header format as Administrative Messages (AM).

If a state or other user is going to be out of service and chooses to notify all users on Nlets, an "SM" type message should be used. This message is delivered immediately because it has been granted the second highest priority within the Nlets system.

### 8.2. Manually Generated Status Messages

The following status messages are manually generated by Nlets' operators:

Status Message:	Explanation:
NLETS TEMPORARILY OUT OF SERVICE UNTIL XXXX AAA (where XXXX = military time and AAA = time zone of originator)	This message is sent to all members should Nlets have to go off the air for a short period. This message should be directed to member control terminals.
NLETS IN SERVICE	This message is sent to all members whenever Nlets has been off the air and is now back on line. This message should be directed to member control terminals.

### 8.3. Automatically Generated Status Messages

The following status messages are automatically generated by the Nlets' system:

Status Message:	Explanation:
.01. USER DOES NOT RESPOND TO MSG TYPE, NLETS WILL NOT FORWARD	Indicates that user has attempted to send a message type that is invalid for the destination.
.02. USER OUT OF SERVICE FOR MSG TYPE, NLETS WILL FORWARD	Indicates that the destination cannot currently accept the message but once service has been restored Nlets will forward the message to the destination.
.04. USER OUT OF SERVICE FOR MSG TYPE, NLETS WILL NOT FORWARD	Indicates that the user has been put on remove status. This means that any messages of the type on remove sent to this destination will be returned to the sender and not be stored or forwarded. They must be resent once the state returns to service.

### 8.4. Examples of Status Messages

Example 1: Status Message from a state:

```
SM.TXDPS0000
09:00 01/01/2010 81232
09:00 01/01/2010 31236 OK0000000
TXT
TX requires 8 character OLN
Original Message:
MKE/DQ.
ORI/OK0000000.
DST/TX.
CTL/MRIA000000.
OLN/D082000000
```

Example 2: Status Message sent from Nlets:

```
SM.NLSRVCMSG
09:00 01/01/2010 01230
09:00 01/01/2010 61233 AZNLETS20
TXT
Puerto Rico no longer responds to RQ and DQ Department of Motor Vehicle Queries

ORIGINAL MESSAGE
RQ.AZNLETS20.PR.TXT
VIN/1234567689
```

## 9. Random Access to Nlets Data (RAND)

### 9.1. Overview

Nlets manages a log of message traffic that travels through it. The RAND functionality provides authorized users with access to this traffic log. This section describes the queries and the corresponding responses.

There are two RAND query transactions: NLQ and NFQ. NLQ is used to search the RAND database and produces a hit list in the NLR (response) format. Information from the NLR message is used to format an NFQ message to retrieve the full text of a message. Messages can be retrieved by message type, time range, originator, member, and by character string within a message.

#### Message Query (NLQ)

Message Type  
Time Range  
Member  
Character string within a message

#### Full Text Query (NFQ)

Message Data based on NLR message generated by NLQ transaction:  
Date of message to retrieve  
Member name for the message to retrieve  
Message sequence number



#### Message Response (NLR)

>Message Data where any search term matched  
>Up to 100 hits for a given response

#### Response (NLR)

>Text of retrieved message

If no messages match the specified search criteria, the response may be "NOT ON FILE."

### 9.2. RAND Query/Response Transactions

Messages are entered into the log as they leave the Nlets switch. Messages intended for Nlets itself, such as ORION messages, are recorded on arrival and any generated response messages are also recorded. Embedded images in messages are not recorded into RAND. Receipt and routing of ANSI/NIST messages, such as rap sheets or fingerprint sets, are logged but no message content is saved in RAND.

### 9.3. NLQ Rules

NLQ messages follow these rules:

<b>The type (TYP), beginning (BEG) and end (END) fields are mandatory.</b>
<b>At least one "free text information needed" (FND) or name (NAM) field must be entered.</b>
<b>"Free text information needed" (FND) and name (NAM) fields cannot both be present.</b>
<b>Either "Additional free text" (AND) or "Alternative free text" (ORR) fields may be entered if FND is present.</b>
<b>"Additional free text" (AND) and "Alternative free text" (ORR) fields cannot be used in the same message.</b>
<b>If a type field (TYP) is specified for which the requester is not authorized, then the response message will include a warning that the user is not authorized to retrieve that message type.</b>
<b>The request must contain at least one authorized message type.</b>

Fields need not be padded to any particular size. They will all be trimmed of leading or trailing spaces before use.

### 9.4. Search Options

When the search string is intended to match the proper names of people rather than general text, the name field (NAM) may be used in place of these conditions:

"Free text information needed" (FND) and "Additional free text" (AND)

Or in place of these combinations:

"Free text information needed" (FND) and "Alternative free text" (ORR)

The RAND query process allows users to leverage certain simple SQL syntax with the FND field in order to make their searches more sophisticated. Below is mere information on the syntax, which may be used within the FND field:

Enter a "contains" SQL-style search. Includes words and "phrases in double-quotes" separated by AND, OR and NEAR. Each word or phrase may include alphanumeric characters, a dash (-), an underscore (\_), apostrophe and the "\*" wildcard character. Any words or phrases containing a wildcard should be in double-quotes, and the wildcard character should be at the end. Parenthesis ( ) are allowed for grouping.

RAND searching is creating one large CONTAINS SQL statement from all of the parameters passed in, and then adding on the FND field as-is, so it is sensitive to formatting. SQL Server doesn't like it when you have 2 words without an operator between them, unless they are in quotes. So for example, this would return an error:

*buick phoenix*

But this would work, requiring both words to be anywhere in the message to match:

*buick and phoenix*

This will let you search for an exact phrase:

*"buick phoenix"*

which would require "buick phoenix" to appear exactly as shown. You can also use OR or NEAR instead of AND. OR will match either word, and NEAR will require them both to be near each other in the message. NEAR is what is used for the NAME search, so if you just want to find a series of words that are near each other, the NAM field would work well for that.

This will require both words to be near each other in the message to match:

*buick near phoenix*

This will match with either word:

*buick or phoenix*

You can also do wildcards at the end of words, so if you didn't know how to spell phoenix, you could do this:

*buick and "ph\*"*

Wildcards require quotes, and need to be at the end of a word only.

Parenthesis allow logical grouping, useful when a combination of operators might give confusing results. For example, if you wanted to search for a buick in either phoenix or tucson, entering this:

*buick and phoenix or tucson*

MIGHT get you what you wanted, or something else entirely (or might get an error), but doing this will work:

*buick and (phoenix or tucson)*

**Error Messages:** If SQL Server doesn't understand the syntax, the user will get a error returned from SQL Server. For the first buick phoenix example, you'd see something like this:

*Syntax error near 'phoenix' in the full-text search condition 'buick phoenix'.*

But the message could be anything, depending on what was typed in.

Special rules are used for name based searches compared to general field searches. These rules are listed below:

<b>Rules for Name Based Searches:</b>
<b>Each name entry (NAM) accepts name components separated by spaces, commas, hyphens or other non-alphanumeric characters.</b>
<b>Name strings (NAM) may contain the asterisk ("*") in any position after the first character of an alphanumeric name to indicate a match to any character string following the leading portion. For example, "JOHN SM*" would indicate a match for a last name beginning with "SM" but ending with any sequence.</b>
<b>The search process ignores non-alphanumeric characters in each message when comparing for a match. If a search was issued for "JOHN SMITH" and a message contained "JOHN@SMITH", a match would be returned.</b>
<b>Order of name components is not important. For example, a search on "JOHN SMITH" would match "SMITH JOHN" and also "SMITH, JOHN".</b>

Name based searches are not confined to message text beginning with NAM/ but searches for names appearing anywhere in the message.

Authorized users may query criminal history messages. Only header information will be returned to protect the confidentiality of the criminal history data.

### **9.5. Responses**

Output begins with the date on a line by itself. A series of lines follow, each starting with a time and continuing with the member the message was sent to (or received from), the sequence number of the message, the originator ORI, the message type, the destination ORI, and up to 40 characters of message data beginning with the first point in the message where any term matched.

If the results cover more than one date, the next date is then printed and followed by the search hits for that day. There is a limit of 100 hits for a given response.

If more than 100 hits are necessary, the time and date of the last hit can be used as the beginning field date of a subsequent query where all other fields are as they were in the original query.

It is important to remember that RAND contains outgoing messages only, with the exception of transactions processed by Nlets itself.

RAND returns only those messages the requesting ORI is authorized to receive. If the requesting ORI is not authorized for criminal history information, for example, those message types are not retrieved. Two ORIs with different authorizations may receive different responses to the same RAND query.

If there are no messages in RAND that match the specified search criteria, a response to this effect is returned.

### **9.6. NFQ Query Field Requirements**

The standard Nlets message header, date of message(s) to be retrieved, first two characters of the ORI from the NLQ/NLR, and the message sequence number as shown in the NLR message



are required to retrieve a message. The message sequence field (MSG) may repeat to retrieve more than one message for the given member and date. All retrieved messages in a single NFQ must be for the same date since the date filed (DAT) cannot be repeated.

Authorized users may query criminal history message, although only header information will be returned.

### 9.7. **RAND Error Messages**

Error messages (ER) are returned in response to NLQ or NFQ messages in the following circumstances:

Message Number:	Message:	Explanation:
.60.	"xxx" FIELD INVALID OR MISSING	Indicates one of the RAND inquiry fields was missing or invalid; where "xxx" is the field prefix.
.61.	ORI NOT AUTHORIZED TO RETRIEVE MESSAGE	Indicates the ORI attempted to retrieve a particular message, that the ORI is not authorized to receive.

### 9.8. **Examples of RAND Queries/Responses**

Example 1: A RAND message querying by free text:

```
NLQ.AZNLETS20.NL.TXT
TYP/RQ,RR.BEG/20110801.END/20110801.FND/BUICK
```

Example 2: A response from RAND by free text:

```
NLR.NL0000000
08:21 08/31/2011 17345
08:21 08/31/2011 09138 AZNLETS20
TXT
TYP/RQ,RR.BEG/20110801.END/20110801.FND/BUICK
DATETIME SEQ ORI TYPE DEST CONTROL
SAMPLE 20110801@0000 2011081085772095 PADPS0000 RR VA007163N VAMDT00RX7
RR.PADPS0000
00:00 08/01/2011 46154
XX:XX XX/XX/XXXX 40791 VA007163N
*v
20110801@0000 2011081085772127 MI230015V RR VAUSC6199 CQCL349835
RR.MI230015V
00:00 08/01/2011 47944
XX:XX XX/XX/XXXX 06693 VAUSC6199
*c
20110801@0001 2011081085772227 MI230015V RR VAUSC6199 CQCLB19654
TOTAL MATCHES LISTED: 2
```

Example 3: A RAND message querying by name:

```
NLQ.AZNLETS20.NL.TXT
TYP/RQ,RR.SRC/AZ.BEG/20110801.END/20110801.FND/NAME,FULL
```

Example 4: A response from RAND by name:

```
NLR.NL0000000
08:56 08/31/2011 17698
08:56 08/31/2011 09142 AZNLETS20
TXT
TYP/RR,RQ.SRC/AZ.BEG/20110801.END/20110801.NAM/NAME,FULL
NO DATA FOUND MATCHING THE SEARCH CRITERIA
```

Example 5: A RAND message by sequence number:

```
NFQ.AZNLETS20.NL.TXT
DAT/20110801.MEM/AZ.MSG/2011221087250119
```

Example 6: A response from RAND by sequence number:

```
NFR.NL0000000
08:21 08/31/2011 17346
08:21 08/31/2011 09139 AZNLETS20
TXT
DAT/20110801.MEM/AZ.MSG/2011081087270169
TEXT OF RETRIEVED MESSAGE FOLLOWS FOR SEQUENCE: 2011221087250119
RR.AZMVDPX00
18:24 08/01/2011 15954
XX:XX XX/XX/XXXX 41220 MA0094800
*RLT2C20CB0
TXT
LIC/AAA1111.LTY/2011.LIT/PC.
LIC:AAA1111 EXPIRE: 01/20/2010
NAM:SMITH,JOHN CUST#:D00000001
NAM:SMITH,JANE CUST#:D00000002
ADR:1234 W ANYSTREET RD
CTY:PHOENIX ST:AZ ZIP:850100000
MSGs: PLATES NOT VALID FOR HIGHWAY USE
MSGs: PLATE IS FOR CREDIT ONLY PREVIOUS VEH INFO BELOW
VIN:1A1AA11A1AA111111 VYR:1990 VMA:BUICK VST:4DSD
```

## 10. Homeland Security

### 10.1. Overview

This section presents pertinent information regarding Homeland Security (HS) and Homeland Security Law Enforcement Only (HSL) messages.

The purpose of the Homeland Security message is to notify First Responders (i.e., police, public safety, and other emergency type agencies) in the event of a national, regional, or local area threat situation.

The purpose of the Homeland Security Law Enforcement Only message gives the sender the capability of sending the message only to law enforcement agencies. This option will add the caveat, "LAW ENFORCEMENT DISSEMINATION ONLY."

## **10.2. Requirements**

The Homeland Security message HS & HSL can only be sent by agencies designated by Homeland Security Officials (Nlets and the FBI) and is delivered with the highest priority allowed by Nlets.

Only those designated agencies need to program this key for sending purposes.

Receiving agencies should program this key in such a way as to avoid manual delay in passing this message on to appropriate agencies within their jurisdiction.

Messages may include up to five destinations using state and/or regional codes.

## **10.3. Example Message**

Example 1: A Homeland Security Message received by a user:

```
HS.DCFBIWAE6
18:14 01/09/2011 67726
18:14 01/09/2011 76578 AZNLETS20
TXT (AP,PA009015Y,CN)
***** HIGH PRIORITY MESSAGE *****
***** HOMELAND SECURITY ALERT *****
***** CONDITION YELLOW (ELEVATED) *****
THERE HAS BEEN AN UNSUBSTANTIATED THEAT TO ALL TALL BUILDINGS IN THE
CONTINENTAL UNITED STATES
ETC, ETC.
END OF MESSAGE.
```

# **11. Vehicle Registration Transactions**

## **11.1. Overview**

This section describes how to access out-of-state vehicle registration information by sending a query through Nlets to a state or multi-state region by license plate/year/type/VIN or name.

To send a vehicle registration query, a user must enter the license plate, license year, and license type, or VIN, vehicle make (optional), and vehicle manufacture year (optional).

Positive vehicle registration responses may contain information including the license number, license type, license year, VIN, vehicle model, vehicle style, and vehicle color for up to two vehicle matches.

**Query by License Plate/Year/Type**

License Plate Number  
 License Year  
 License Type

**Query by VIN**

VIN  
 Vehicle Make\*  
 Vehicle Manufacture Year\*  
 \*optional

**Vehicle Registration Response**

>License Number  
 >License Type  
 >License Year  
 >VIN  
 >Vehicle Model  
 >Vehicle Style  
 >Vehicle Color

Other possible responses to a query include: NOT ON FILE, FILE NOT AVAILABLE, or TEMPORARILY UNAVAILABLE.

**11.2. Query Requirements**

Each registration query can be sent to up to five state or regional codes.

Any indicator flags from a state DMV file that depict a vehicle record as stolen must be suppressed from interstate transmission over Nlets.

To access information on diplomatic plates use the two-character code "US."

To access information on GSA plates use the two-character code "GS."

**11.2.1. Query Help**

Utilize the state's help file for additional DMV ORI information.

To obtain an explanation of supplementary information on a state's vehicle registration file, a user may send an Administrative Message to xxLICHELP, where xx=the two-character state code.

A user may also determine who is providing automated responses to registration queries and who has a HELP file by sending an Administrative Message to "NLLICHELP."

If a complete date of birth is unknown some states support inquiries on age. Consult state vehicle registration HELP files for details. The address is xxLICHELP, where xx=the two-character state code.

A HELP file about GSA can be obtained by sending an Administrative Message to GSADMHELP.

A HELP file about data returned from GSA can be obtained by sending an Administrative Message to GSLICHELP.

### 11.2.2. Data Codes

Codes used as input and/or output in the vehicle registration query/response generally match NCIC formats and content. Please refer to Part II of your NCIC Manual for code translation and instruction.

If a state cannot conform to the NCIC codes with regard to vehicle make and vehicle model, an easily understandable notation may be substituted.

### 11.3. Registration Name Query and Registration Name Response Overview

To send a vehicle registration query, a user must enter the name, date of birth (optional), and age (optional).

Positive vehicle registration responses may contain information including the license number, license type, license year, VIN, vehicle model, vehicle style, and vehicle color for up to two vehicle matches.



The other possible responses include: NOT ON FILE, FILE NOT AVAILABLE, TEMPORARILY UNAVAILABLE.

### 11.4. Query Requirements

Each registration query can be sent to no more than one state.

To access information on diplomatic plates use the two-character code "US."

#### 11.4.1. Data Codes

Codes used as input and/or output in the vehicle registration query/response generally match NCIC formats and content. Please refer to Part II of your NCIC Manual for code translation and instruction.

If a state cannot conform to the NCIC codes with regard to vehicle make and vehicle model, an easily understandable notation may be substituted.

### 11.5. Examples

Example 1: A vehicle registration query by license plate, year, and type:

```
RQ.AZNLETS20.CA.TXT
LIC/AAAAAA.LTY/2011.LIT/PC
```

Example 2: A vehicle registration query by VIN:

```
RQ.AZNLETS20.CA.TXT
VIN/AAAAA11A11A111111
```

Example 3: A vehicle registration response:

```
RR.CALIC0000
09:12 10/06/2011 04364
09:12 10/06/2011 00438 AZNLETS20
TXT
DATE: 10/06/11 TIME: 09:12
IDENT: OFF HIGHWAY VEHICLE

LIC #: AAAAAA LAD:09/09/09
DATA REMOVED FROM AMIS - VEHICLE SUBPLATED TO XXXXXX
MORE

DATE: 10/06/11 TIME: 09:12
IDENT: OFF HIGHWAY VEHICLE
PNO VALID FROM: 06/14/10
REG VALID FROM: 06/30/08 TO 06/30/10
LIC#: XXXXXX YRMD:02 MAKE:YAMA BTM :TR VIN :AAAAA11A11A111111
R/O :JOHN SMITHPO BOX 1111 CITY:SAN BRUNO C.C.:30
ZIP#:99999
SOLD:00/00/02 RCID:11/06/08 OCID:02/10/02 LOCD:9 ENG#:A111A111111
PNO-REGISTRATION DEFERRED
11/06/08 PREV LIC AAAAAA

END
```

Example 4: A vehicle registration query by region. The response will be a standard vehicle registration response (RR):

```
RQG.AZNLETS20.A1,B1,C1.TXT
VIN/AAAAA11A11A111111
```

Example 5: A vehicle registration query by name:

```
RNQ.AZNLETS20.AZ.TXT
NAM/SMITH, JOHN.DOB/19500101
```

Example 6: A vehicle registration response by name:

```
RNR.AZLIC0000
13:51 10/26/2011 45282
13:51 10/26/2011 01948 AZNLETS20
TXT
NAM/SMITH,JOHN
RESPONSE FROM ARIZONA DMV REGISTRATION RECORDS PAGE 001
SMITH, JOHN 1234 ANY STREET PHOENIX AZ
LIC/1234567 LIY/2010 LIT/PC VYR/2005 VMA/STRN VMO/ION VST/4D VCO/WHI
END OF SEARCH
```

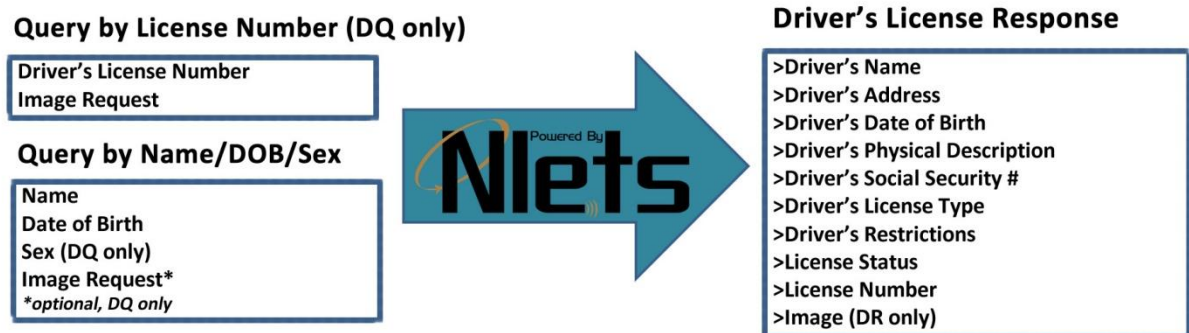
## 12. Driver License Transactions (DQ/DR)

### 12.1. Overview

This section describes how to access out-of-state driver's license information by sending a query through Nlets to a state or multi-state region by license number or name/date of birth/sex or by name only.

To send a driver's license query, enter the license number or name/date of birth/sex. A photo image may be requested as an additional option. To see a map of the states that support photos visit the Nlets website at [www.nlets.org](http://www.nlets.org).

Positive driver's license responses may contain the driver's name, address, date of birth, description, social security number, license type, restrictions, status, and license number. A driver's license response may include an image if one was requested and is available.



Other possible responses to a query are: NOT ON FILE, FILE NOT AVAILABLE, TEMPORARILY UNAVAILABLE.

### 12.2. Query Requirements

Each driver's license query can be sent to no more than five addresses.

The driver's license query format includes an optional image field. When this field is included in the inquiry with a "Y" as a value, the state should return an image if one is available.

If a state wishes to request driver's license information it should without exception, utilize the Nlets inquiry formats. Administrative Messages should not be used in place of the Nlets operator license inquiry formats.

Any indicators or flags from the DMV file that depict an individual as wanted must be suppressed from interstate transmission over Nlets.

Users may search state driver license file when an exact date of birth is not known. This feature requires a different message type (DNQ) and may only be addressed to a single two-character state code. Several data elements are provided to limit the search.

### 12.3. Query Notes

If there is additional information required that was not included in the response, an Administrative Message may be sent. These Administrative Messages should be sent to the applicable standardized ORI: Operators License Date xxOLN0000, where xx=two-character state code.

If driver history information is needed, a driver history query (KQ) message type should be used. An Administrative Message should not be used to request driver history data.

Driver's license queries on name and date of birth may result in multiple hits. Only close matches (i.e., exact match on the last name and date of birth) should be returned. When multiple hits do occur, they should be returned to the requestor as separate messages.

Information in free form fields should be confined to short, concise, plain English messages.

### 12.4. Query Help

To obtain explanatory or supplementary information on a state's driver's license file, a user may send an Administrative Message to xxOLNHELP, where xx=the two-character state code.

A user may determine who is providing automated responses to driver's license queries and who is a photo sharing participant by sending an Administrative Message to "NLOLNHELP."

#### 12.4.1. Data Codes

Codes used as input and/or output in the driver's license query/response generally match NCIC formats and content. Please refer to Part II of your NCIC Manual for code translation and instruction.

### 12.5. Examples

Example 1: A driver's license query by name, date of birth, and sex:

```
DQ.AZNLETS20.AZ.TXT
NAM/SMITH,JOHN.DOB/19500101.SEX/M
```

Example 2: A driver's license query by OLN:

```
DQ.AZNLETS20.AZ.TXT
OLN/111111111
```

Example 3: A driver's license response:



```

DR.AZDMV0000
11:08 10/07/2011 00248
11:08 10/07/2011 00052 AZNLETS20
TXT
Query data:
OLN/111111111.IMQ/N.
NAME: SMITH, JOHN
RESIDENCE ADDRESS: 1234 ANYSTREET; PHOENIX,AZ 85000
COUNTRY: United States
DATE OF BIRTH: 1950-01-01
HEIGHT: 507
WEIGHT: 150
GENDER: MALE
RACE: UNKNOWN
*** DRIVER LICENSE DETAILS ***
DRIVER AUTHORIZATION ID: 11111111
JURISDICTION AUTHORITY CODE: AZ
ISSUE DATE: 2009-01-10
EXPIRATION DATE: 2045-01-10
DRIVER ENDORSEMENT: MOTORCYCLE
DRIVING ENDORSEMENT CODE: M
DRIVER LICENSE NON-COMMERCIAL CLASS: LICENSE
DRIVER LICENSE NON-COMMERCIAL CLASS CODE: C
LICENSED COMMERCIAL DRIVER: NO
LICENSED NON-COMMERCIAL DRIVER: YES
DRIVER LICENSE NON-COMMERCIAL STATUS: VALID OPERATORS LICENSE
DRIVER ORGAN DONOR: true

```

Example 4: A driver's license query by region. The response will be a standard driver's license response (DR):

```

DQG.AZNLETS20.A1.TXT
NAM/SMITH,JOHN.DOB/19500101.SEX/M

```

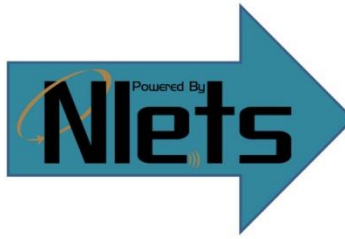
### **12.6. Driver's Name-Only Query/Response (DNQ/DNR)**

DNQs allow users to search a state driver's license files when an exact date of birth is not known. To send a driver's name-only query, a user must enter the first and last name along with any of these optional fields: age, sex, city, town or village, county, special codes or numbers.

Positive driver's license responses may contain the address, sex, date of birth, physical description, social security number, driver's license number, license type, restrictions, and/or status.

**Query by Name**

Last Name, First Name *and any of the following*:  
 Age  
 Sex  
 City, town or village  
 County  
 Special codes or numbers

**Driver's License Response**

>Address  
 >Sex  
 >Date of Birth  
 >Physical Description  
 >Social Security #  
 >Driver's License #  
 >License Type  
 >Restrictions  
 >Status

The other possible responses are: NOT ON FILE, FILE NOT AVAILABLE, TEMPORARILY UNAVAILABLE.

**12.7. Examples**

Example 1: A driver's license query by name:

**DNQ.AZNLETS20.AZ.TXT  
 NAM/SMITH,JOHN**

Example 2: A driver's license response by name:

```
DNR.AZDMV0000
08:10 10/11/2011 79931
08:10 10/11/2011 00711 AZNLETS20
TXT
JOHN SMITH
RESIDENCE ADDRESS: 1234 ANY STREET; PHOENIX,AZ 85000
COUNTRY: UNITED STATES
COUNTY: MARICOPA
LOCATION COUNTY: MARICOPA
RACE: Black
GENDER: Male
DATE OF BIRTH: 1950-01-01
DRIVER AUTHORIZATION ID: 12345

JOHN SMITH
RESIDENCE ADDRESS: 2345 THAT PLACE; GLENDALE,AZ 85000
COUNTRY: UNITED STATES
COUNTY: MARICOPA
LOCATION COUNTY: MARICOPA
RACE: White
GENDER: Male
DATE OF BIRTH: 1951-01-01
DRIVER AUTHORIZATION ID: 23456

JOHN SMITH
RESIDENCE ADDRESS: 3456 SOME DRIVE; PEORIA,AZ 85000
COUNTRY: UNITED STATES
COUNTY: MARICOPA
LOCATION COUNTY: MARICOPA
RACE: Black
GENDER: Male
DATE OF BIRTH: 1952-01-01
DRIVER AUTHORIZATION ID: 34567

JOHN SMITH
RESIDENCE ADDRESS: 4567 THIS AVENUE; PHOENIX,AZ 85000
COUNTRY: UNITED STATES
COUNTY: MARICOPA
LOCATION COUNTY: MARICOPA
GENDER: Unknown
DATE OF BIRTH: 1901-01-01
DRIVER AUTHORIZATION ID: 45678
```

## 13. Driver History Transactions (KQ/KR)

### 13.1. Overview

This section describes how to obtain driver history information by sending a driver history query to the state of record. Information may be requested either by the driver's license number or by the name, date of birth, and sex.

### 13.2. Driver History Query (KQ)

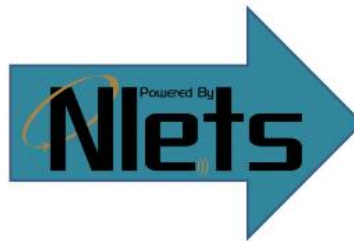
Positive driver's license responses may contain information including the driver's name, address, date of birth, description, social security number, license type, restrictions, status, and license number. A driver history response may include an image if one was requested and is available.

#### Query by License Number

Driver's License Number  
Image Request\*  
Purpose\*  
Attention\*  
\*optional

#### Query by Name/DOB/Sex

Name  
Date of Birth  
Image Request\*  
Purpose\*  
Attention\*  
\*optional



#### Driver History Response

>Driver's Name  
>Driver's Address  
>Driver's Date of Birth  
>Driver's Physical Description  
>Driver's Social Security #  
>Driver's License Type  
>Driver's Restrictions  
>License Status  
>License Number  
>Image

Other possible responses could include: NOT ON FILE, FILE NOT AVAILABLE, TEMPORARILY UNAVAILABLE.

### 13.3. Query Requirements

All inquiries are in a fixed format.

Only a single two-character state code destination address is allowed per inquiry.

The driver history query format includes an optional image field. When this field is included in the inquiry with a "Y" as a value, the receiver should return an image if one is available.

The driver history query format includes two additional optional fields – a purpose code field and an attention field. When used, these must follow the last required field and both are present in the given sequence. These fields may be required by some states before they can release driver history information. Currently, the states that require the purpose code field and the attention field be used are AK, AL, AZ, CO, CT, GA, HI, MD, MS, MT, NC, ND, NM, PA, VA, WA, and WY.

### **13.4. Query Notes**

Driver history queries on name may result in multiple hits. Only close matches (i.e., exact match on the last name and date of birth) should be returned.

Utilize the states HELP file for additional DMV ORI information.

### **13.5. Query Help**

To obtain an explanation or supplementary information on a state's driver's history file, a user may send an Administrative Message to xxOLNHELP, where xx=the two-character state code.

A user may determine who is providing automated responses to driver history queries and who is a photo sharing participant by sending an Administrative Message to "NLOLNHELP."

#### **13.5.1. Data Codes**

Codes used as input and/or output in the driver's history query/response generally match NCIC formats and content. Please refer to Part II of your NCIC Manual for code translation and instruction.

### **13.6. Driver History Responses (KR)**

Response formats are at the discretion of the responding state; however, states are urged to avoid special codes or phrases that may be foreign to out-of-state agencies.

Responses to driver history queries will vary considerably depending on the responding states.

### **13.7. Examples**

Example 1: A driver history query by name, date of birth, and sex:

```
KQ.AZNLETS20.AZ.TXT  
NAM/SMITH,JOHN.DOB/19500101.SEX/M.PUR/C.ATN/NLETS_ANALYST
```

Example 2: A driver history query by OLN:

```
KQ.AZNLETS20.AZ.TXT  
OLN/D11111111.PUR/C.ATN/NLETS_ANALYST
```

Example 3: A driver history response:

KR.AZDMV0000  
 09:49 10/12/2011 99782  
 09:49 10/12/2011 00827 AZNLETS20  
 TXT  
 ACCIDENTS NOTED ON THIS DOCUMENT SHALL NOT BE  
 CONSIDERED DETERMINATIVE OF FAULT OR NEGLIGENCE  
 ON THE PART OF THE INDIVIDUAL  
 \*\*  
 CERTIFIED A TRUE COPY OF THE D/L RECORD OF THE PERSON NAMED HEREIN AS APPEARS  
 ON THE AUTOMATED SYSTEM OF DMV. G.S.20-26(B)..NAME: JOHN SMITH  
 RESIDENCE ADDRESS: 1234 ANY STREET; PHOENIX,AZ 85000  
 COUNTRY: UNITED STATES  
 DATE OF BIRTH: 1950-01-01  
 HEIGHT: 506  
 EYE COLOR: BLUE  
 HAIR COLOR: BROWN  
 GENDER: Male  
 RACE: White  
 \*\*\* DRIVER LICENSE DETAILS \*\*\*  
 DRIVER AUTHORIZATION ID: D11111111  
 JURISDICTION AUTHORITY CODE: AZ  
 ISSUE DATE: 2010-01-01  
 EXPIRATION DATE: 2045-01-01  
 DRIVING RESTRICTION CODE: 1  
 DRIVER LICENSE PERMIT QUANTITY: 0  
 DRIVER LICENSE NON-COMMERCIAL CLASS: C  
 DRIVER LICENSE NON-COMMERCIAL CLASS CODE: C  
 LICENSED COMMERCIAL DRIVER: NO  
 LICENSED NON-COMMERCIAL DRIVER: YES  
 DRIVER LICENSE NON-COMMERCIAL STATUS: ACTIVE (CRD TRNS:1111111111)  
 \*\*\* DRIVING INCIDENT \*\*\*  
 DATE: 2002-01-01  
 DRIVER ACCIDENT SEVERITY: ACDNT: GLENDALE, AZ  
 DRIVER ACCIDENT SEVERITY: ACDNT: CASE ID:10000000

## 14. Criminal History Record Information (IQ/IR, FQ/FR, AQ/AR & CR)

### 14.1. Overview

This section describes how Nlets users may acquire criminal history record information (CHRI) and CHRI-related information from state and local law enforcement and criminal justice agencies with a standardized, secure, and efficient method.

This capability allows states that have automated criminal history systems to respond automatically (without manual intervention) to requests from other states over Nlets. Those states without automated systems should respond manually.

The Nlets inquiries are used to retrieve criminal history records that are not presently available on NCICs Triple I system. They should never be used as a substitution for the Triple I system but rather as a secondary inquiry after the user has inquired on the Triple I system and received a NO RECORD response or the user has received a record but feels that there may be additional data on the state file.

Users may also access criminal records from the Canadian Police Information Centre (CPIC) using the IQ/FQ and an address of "CN." Additional Queries (AQ) may also be sent to Canada.

### 14.2. CHRI Inquiries and Responses

This section provides an overview and details regarding the criminal history query by using three types of queries: IQ, FQ, AQ, and the corresponding responses: IR, FR, AR. Triple I responses from NCIC (CR) are included at the end of this section.

Generally the identity query (IQ) will be used to request identification information on a subject using three different indices: name, social security number, or miscellaneous number. There are five combinations of the data elements that may be sent by the requestor.

#### Identity Query (IQ)

Name, and one of the following:  
 DOB, Sex, Race\*  
 DOB, Sex, Race\*, SSN#  
 DOB, Sex, Race\*, MNU#  
 SSN#  
 Miscellaneous#  
 \*Race is optional



#### Identity Response (IR)

>Availability of Criminal History Record Information for the individual identified in the query.

Responses will be returned and the requestor will select the desired record and submit a full record query (FQ) on the state identification number. The corresponding response will return the full record on file.

#### Full Record Query (FQ)

State ID Number (SID)



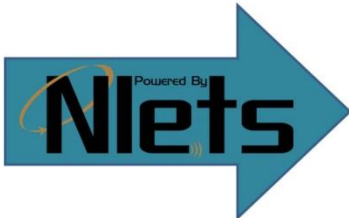
#### Full Record Response (FR)

>Full Criminal History Record on file for identified subject in state format

The AQ will be used to request supplemental information not available through the normal IQ/FQ. It can also be used to request information from a local agency. This is a general free-form request for CHRI when all required data is not available.

#### Query by Free Text (AQ)

Personal Descriptors  
 Other Relevant Data  
 Free Text Request



#### Response

(AR)

>Requested Information on Item (e.g. Photo)  
 >Other Response (e.g. No Record Found)  
 > Free Text

### 14.3. Purpose Codes

Nlets accepts purpose codes C, F, E, D, J, S, and X. These codes were created by NCIC for use on Triple I. They are defined as follows:

Code:	Explanation:
<b>C</b>	<b>Must be used when the IQ, FQ or AQ is for official duties in connection with the administration of criminal justice.</b>
<b>E</b>	<b>Must be used for employment and licensing.</b>
<b>J</b>	<b>Must be used when the IQ, FQ or AQ involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control. Criminal justice employment has been separated from other criminal justice purposes due to the requirement of some state agencies.</b>
<b>F</b>	<b>Must be used by criminal justice agencies in all states for screening applications for firearms and related permits. This includes firearms dealers, firearms purchases, carriers of concealed weapons, explosive dealers and users, and lethal weapons dealers and users, but only when a Federal, state or local law/ordinance exists making the criminal justice agency responsible for the issuance of the licenses/permits.</b>
<b>D</b>	<b>Must be used by courts when hearing civil domestic violence or stalking cases. This purpose code shall not allow access to State sealed records.</b>
<b>S</b>	<b>Must be used by Defense Investigative Service and any other SCIA agencies authorized specifically by Nlets to access CHRI through the network using IQ, FQ and AQ.</b>
<b>X</b>	<b>For use in conducting checks involving the emergency placement of children when unaccompanied by the immediate submission of fingerprints on the surrogate care provider(s).</b>

### 14.4. Query Help

To obtain explanatory or supplementary information on a state's criminal history records, a user may send an Administrative Message to xxSIRHELP, where xx=the two-character state code.

A user may determine who is providing automated responses to criminal history records by sending an Administrative Message to "NLSIRHELP."

### 14.5. Identity Query (IQ/IR)

#### 14.5.1. Query Requirements

Identity queries may be sent to up to five two-character state codes.

Full nine-character destination ORIs will cause rejection of the entire message.

All identity queries should be answered by an identity response from the destination; however, if a state returns a full record, they may use a full record response.

It is recommended that states leverage the JFT Interstate Criminal History Rap Sheet where applicable.

If one uses a format with more than one index (i.e., name, date of birth, and social security number or name, date of birth, and miscellaneous number) the responder should indicate which search element was used to search the file and which one, if any, produced the hit.

Identity queries sent to Canada may only include name, date of birth, and sex.

Race code is optional; however, when used, Nlets recommends that all states use NCICs standard race codes. Those states who do not use standard race codes should, on incoming identity queries, adjust incoming race codes to match their race codes so that accurate searched are made of their state file.

If one wishes to request CHRI on a subject and does not have a full date of birth or a miscellaneous or social security number, the AQ message type should be used.

If one of the three indices is available the IQ message type should always be used.

#### **14.5.2. Data Codes**

Codes used as input and/or output generally match NCIC formats and content. Please refer to Part II of your NCIC Manual for code translation and instruction.

#### **14.5.3. Response Requirements**

All identity queries should be answered by an identity response (IR) from the destination; however, if a state returns a full record, they may use a full record response (FR).

Identity response formats may include inquiry data received in the IQ.

It is recommended that states leverage the JTF Interstate Criminal History Rap Sheet where applicable.

It is anticipated that states will respond with a single or multiple identity segments.

The requestor will then submit a record request using the full record query (FQ) to request the record by SID or FBI Number. This is similar to the Triple I system.

To avoid receiving multiple inquiries, a state that does not reply with an automated response should provide an interim message that will notify the requestor that the response will be delayed until a manual search can be conducted.

The interim message should include the text of the inquiry received.

### **14.6. *Full Record Query (FQ/FR)***

#### **14.6.1. Query Requirements**



The purpose of this query is to retrieve a full record from a state. Normally this message will be used after an IQ has been sent and the requestor has reviewed the hits and made a selection.

Only a single two-character state code is allowed as the destination because this is a State Identification (SID) query.

FQs sent to Canada will use the FPS number rather than the SID.

The State Identification Number (SID), Purpose Code (PUR), and Attention Field (ATN) are always required.

The mailing address fields are optional. If any one of the fields, except for BLD, is present, all fields must be present.

Utilize the image flag to request the images associated with the record.

#### **14.6.2. Response Requirements**

This message type must be used to respond to all FQ queries.

Full record response formats must include all information received in the FQ starting after the TXT to the end of the message.

To avoid receiving multiple inquiries, a state that does not reply with an automated response should provide an interim message that will notify the requestor that the response will be delayed until a manual search can be conducted. The interim message should include the query received.

States should use the sending ORI of xxSIR0000, where xx=the two-character sending state code, for all FR messages.

It is recommended that states leverage the JTF Interstate Criminal History Rap Sheet format when applicable.

### **14.7. Additional Query (AQ/AR)**

The purpose of the AQ is to request supplemental or other information not available through the normal IQ/FQ. This includes requests for mailed records, photos, fingerprint cards, dispositions, special handling of the inquiry, inquiry when only a partial date of birth is known, etc. This message may also be used to request information from a local agency.

#### **14.7.1. Query Requirements**

This message is a controlled free-form text message.

The purpose code field and the attention field are required fields.

An AQ may be addressed to multiple two-character or nine-character ORIs.

When sending an AQ, only one subject per message is allowed.

An AQ should never be used to access criminal history record information from a state bureau when adequate data for an IQ/FQ is available.

When using an AQ to see additional information on a subject, use person descriptors with other relevant data (e.g., case number, booking number, SID, MNU, etc.) followed by a free-text request.

If a mailing response is anticipated, include a complete mailing address.

#### **14.7.2. Response Requirements**

This message type should be used to respond to all AQs. AR messages must include, immediately after the TXT, the purpose code and requestor that were received in the AQ.

Since this is a response to a non-standard or special request, the format is at the discretion of the sender provided it adheres to basic Nlets rules for message transmission.

### **14.8. CR Responses**

This message type will only be used as a response to a Triple I record request.

CR messages will include the letters "III" as the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> characters in the responder's ORI. The remainder of the format will be at the discretion of the sending state.

It is recommended that states leverage the JTF Interstate Criminal History Rap Sheet format when applicable.

CR messages should not be used for responses to CHRI or related requests over Nlets. This is the purpose of the IR, FR, and AR message types.

### **14.9. Interstate Identification Index (Triple I)**

This application involves the utilization of a national index housed at the FBI CJIS Division and state criminal history files.

To obtain criminal history data using Triple I, inquire into the index over NCIC (QH) by name and personal identifiers.

Following receipt of a response from the national index, submit an NCIC record request (QR) to NCIC on the FBI Number or SID Number for the record.

NCIC will pass this request to the state of record who will normally respond via Nlets. This response will be a CR type message.

When assessing records from participating states, users will be receiving Triple I responses from them containing this unique ORI.

If you receive a hit on a record from a non-participating state, a record that a state has not taken responsibility for, a federal offender file record, or a record as a result of an arrest in a foreign country, a response will be forthcoming from Triple I over NCIC. Under the above conditions, no response will be received over Nlets.

For further information on this application, contact:

**Criminal Justice Information Services Division  
Federal Bureau of Investigation  
1000 Custer Hollow Road  
Clarksburg, WV 26306  
Phone: (304) 625-3652**

#### **14.10. Examples**

Example 1: Identity query by name, date of birth, and sex:

**IQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS\_ANALYST.NAM/SMITH,JOHN.DOB/19500101.SEX/M**

Example 2: Full record query by SID:

**FQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS\_ANALYST.SID/AZ1111111**

Example 3: Additional information query:

**AQ.AZNLETS20.AZ0000000.TXT  
PUR/C.ATN/NLETS\_ANALYST.  
NAME: SMITH, JOHN SEX: M RACE: U DOB: 19500101  
SOCIAL: 123456789 STATE ID#:  
ORI: AZNLETS20 DATE: 20111019  
REQUEST ANY ADDITIONAL INFORMATION ON THIS SUBJECT REGARDING ARREST RECORDS**

Example 4: Identity response:

**IR.AZSIR0000  
09:30 10/17/2011 31965  
09:30 10/17/2011 04629 AZNLETS20  
TXT  
THIS RESPONSE IS THE RESULT OF YOUR INQUIRY ON:  
PUR/C.ATN/NLETS\_ANALYST.NAM/SMITH,JOHN.DOB/19500101.SEX/M.RAC/U  
  
\* \* \* MATCHED RECORD \* \* \*  
SID/123456 FBI/234567890  
NAME/SMITH,JOHN DOB/19500101 SEX/M RACE/W  
ADR/1234 ANY STREET PHOENIX AZ 85000  
EYE/BRO HAIR/BRO WGT/220 HGT/510 POB/OH SOC/261973644  
  
DATA TO BE USED ONLY FOR CRIMINAL JUSTICE OR OTHER LAWFUL PURPOSES**

Example 5: Full record response:

```

FR.AZSIR0000
10:22 10/17/2011 00389
10:22 10/17/2011 00333 AZNLETS20
TXT
PUR/C.ATN/NLETS_ANALYST.SID/AZ1111111 SID: AZ1111111 PAGE 1 OF 1
REQUESTED BY:

STATE OF ARIZONA
*FOR USE BY AUTHORIZED CRIMINAL JUSTICE AGENCIES ONLY*
(FINGERPRINTS ARE NECESSARY FOR A POSITIVE ID)

INVESTIGATIVE REPORT  CONFIDENTIAL RECORDS

CRIMINAL RECORD OF: SMITH, JOHN      FBI: 3456789012
STATE ID: 1111111 BIRTH DATE: 01/01/1950 PLACE: AZ DOC:
RACE: W HEIGHT: 5'8" HAIR: BRO DNA ON FILE:NO
SEX: M WEIGHT: 160 EYES: BRO
SSN: 123456789 OLS/OLN: III: SSO
STATUS:

ALIASES          SSN  OLS/OLN  ID THEFT
SMITH, JOHNNY    123456789

SUMMARY
DATE  AGENCY      TEXT
10/10/2000  GLENDALE, AZ PD      ARRESTED, ATN: 000000000001

ARREST DATE: 10/10/2011 LID: 00000001
AGENCY: GLENDALE, AZ PD (AZ00000001) AFIS ATN: 000000000001
NAME: SMITH, JOHN

CHARGE 1 GLENDALE, AZ PD      COUNTS 2
R.S. 14:63 CRIMINAL TRESPASS
CHARGE 2 GLENDALE, AZ PD      COUNTS 2
R.S. 14:62.3 UNAUTHORIZED ENTRY OF AN INHABITED DWELLING
CHARGE 3 GLENDALE, AZ PD      COUNTS 2
R.S. 14:67(FELONY) THEFT
CHARGE 4 GLENDALE, AZ PD      COUNTS 2
R.S. 14:26 CRIMINAL CONSPIRACY

THE RESPONSE TO YOUR REQUEST FOR CRIMINAL HISTORY RECORD CHECK IS
BASED ON A REVIEW OF THE STATE OF ARIZONA'S CRIMINAL HISTORY RECORDS
DATABASE ONLY. THIS DOES NOT PRECLUDE THE EXISTENCE OF A RECORD IN A
LOCAL AGENCY, ANOTHER STATE, OR THE FBI CJIS DIVISION.

** END OF RAPSHEET **

```

Example 6: Additional information response:

```
AR.AZ0000000  
06:32 10/19/2011 14747  
06:32 10/19/2011 65901 AZNLETS20  
TXT  
PUR/C.ATN/NLETS_ANALYST.  
PHOENIX PD  
PER REQUEST ON SMITH, JOHN  
COMPLAINT FILED AGAINST HIM ON 12/01/01 FOR DOMESTIC BATTERY
```

Example 7: Triple I response:

CR.AZIII0000  
 06:29 10/19/2011 37939  
 06:29 10/19/2011 05156 AZNLETS20  
 TXT  
 HDR/11111111  
 ATTENTION: NLETS\_ANALYST  
 THE FOLLOWING RECORD IS IN RESPONSE TO YOUR INQUIRY ON SID/123456  
 ARIZONA CRIMINAL HISTORY  
 BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME, A NEW COPY  
 SHOULD BE REQUESTED FROM ARIZONA STATE PATROL - CID WHEN NEEDED FOR  
 SUBSEQUENT USE. WHEN EXPLANATION OF AN ARREST OR DISPOSITION IS  
 NEEDED, COMMUNICATE DIRECTLY WITH THE AGENCY THAT CONTRIBUTED THE  
 FINGERPRINTS.  
 "INFRCTN" - MEANS "INFRACTION" WHICH IS A VIOLATION OF ANY LAW,  
 ORDINANCE, ORDER, RULE OR REGULATION THAT IS NOT A MISDEMEANOR,  
 FELONY, OR TRAFFIC OFFENSE.  
 SWITCH ONLY - NOT FOR DISSEMINATION  
 NAME FEL STATE ID FBI NO. DATE REQUESTED  
 SMITH,JOHN N 123456 1234567 10/19/2011  
 MULTI-STATE Y  
 SEX RACE DATE OF BIRTH DATE DECEASED HEIGHT WEIGHT EYES HAIR  
 M W 01/01/1950 604 210 BRO BRO  
 PLACE OF BIRTH PLACE OF CITIZENSHIP NCIC FINGERPRINT SKIN  
 ARIZONA UNITED STATES OF AMERICA 00 00 00 00 00 XXX  
 00 00 00 00 00  
 \*\*\*\*\*  
 MULTISTATE OFFENDER  
 \*\*\*\*\*  
 ADDITIONAL IDENTIFIERS:  
 ALIAS NAMES RACE DATE OF BIRTH SOCIAL SECURITY NO.  
 SMITH,JOHNNY W 01/01/1950 123 45 6789  
 ARREST 01 \* \* \* 10/01/2000 \* \* \* DCN 0000000001  
 AGENCY-PHOENIX PD (AZ00000002)  
 CASE NUMBER- A00001 NAME USED-SMITH,JOHN  
 CHARGE-1312 AGGRAVATED ASSAULT-POLICE OFFICER-STRONGARM(1)/FELONY -4  
 CHARGE-4801 RESISTING OFFICER(1)/MISDEMEANOR  
 CHARGE-1312 AGGRAVATED ASSAULT-POLICE OFFICER-STRONGARM(1)/FELONY -4  
 COURT-COUNTY COURT GLENDALE (AZ00000001)  
 COURT DISP DATE-12/01/2000 TIME-14.16.33 DOCKET-A01AA0000000001  
 CHARGE-1312 ASSAULT OFFICER-3RD DEGREE(1)/FELONY -3  
 DISPOSITION-PRELIMINARY HEARING WAIVED  
 SENTENCE- COURT COST  
 PARDON INFO:  
 CHARGE-1312 ASSAULT OFFICER-3RD DEGREE(1)/FELONY -3  
 DISPOSITION-PRELIMINARY HEARING WAIVED  
 SENTENCE- COURT COST  
 PARDON INFO:  
 COURT-DOUGLAS COUNTY DISTRICT COURT (AZ00000000)  
 COURT DISP DATE-01/01/2001 DOCKET-A01AA0000000002  
 CHARGE-1399 ASSAULT OFFICER 3RD DEGREE(1)/FELONY -3  
 DISPOSITION-COURT DISMISSAL  
 SENTENCE- COURT COST  
 PARDON INFO:  
 CHARGE-1399 ASSAULT OFFICER 3RD DEGREE(1)/FELONY -3  
 DISPOSITION-COURT DISMISSAL  
 SENTENCE- COURT COST  
 PARDON INFO:  
 \*\*\*\*\*  
 THE USE OF THIS RECORD IS CONTROLLED BY STATE AND FEDERAL REGULATIONS.  
 IT IS PROVIDED FOR OFFICIAL USE ONLY AND MAY BE USED ONLY FOR THIS  
 PURPOSE.  
 END OF RECORD

## 15. Hit Confirmation Transactions (YQ/YR)

### 15.1. Overview

This section provides information for implementation of the hit confirmation policy approved by the NCIC Advisory Policy Board. Nlets use is an integral part of this policy.

Users may send a request for a hit confirmation on a record (YQ) to a state via Nlets. The destination agency will return a hit confirmation response (YR).

Although a hit confirmation request relies primarily on the cooperation of the entering agency, the agency making the request also should provide sufficient information, in the proper format, to assure an efficient exchange of information.

### 15.2. Requirements for Hit Confirmation Requests

Requests for hit confirmation may be addressed to up to three nine-character ORIs.

The decision for establishing priorities is ALWAYS made by the agency requesting confirmation and is a required field for all hit confirmation transactions.

Do not include sets of data elements that do not pertain to the type of hit confirmation request. For example, if you are attempting to confirm a wanted person record, you should include only the required data elements plus name, date of birth, and sex. If you include other data elements, such as license plate or vehicle identification number for a wanted person type record, the message will be rejected by Nlets.

Use the vehicle identification number (VIN) to identify an owner applied number on a vehicle.

When sending a request for hit confirmation to Canada insert "NONE" in the NCIC field.

### 15.3. Priority

There are two levels of priority provided when requesting a hit confirmation over Nlets; urgent and routine. The response time and basis for assignment are described below:

Priority Level:	Priority Code:	Response Time:	Basis for Assigning Priority:
Urgent	U	Within 10 minutes	In those instances where the hit is the only basis for detaining a suspect, or the nature of a case requires urgent confirmation of a hit, the highest level of priority is specified.
Routine	R	Within 1 hour	Generally this will be used when the person or property is being held on local charges or when an urgent confirmation is not required.

In both cases a response is defined as either confirming the record or providing a time when the record will be confirmed.

The agency making the request should provide as much information, in the proper format, to assure an efficient exchange of information. This includes using the priority designation appropriately.

Agencies are encouraged to use the lower priority when an immediate response is not necessary. It will make the entire process more efficient and responsive.

#### 15.4. Notes

At the beginning of the request for a hit confirmation and based on the request number, Nlets will insert this phrase:

**\*\*\*\*HIT CONFIRMATION REQUEST - FIRST NOTICE\*\*\*\***

RNO is "2"	"FIRST" will be replaced by "SECOND"	The message will be addressed to both the given destination as well as the Nlets System Agency using the generic ORI "ssHITC000" where ss = 2 character state code.
RNO is "3"	"FIRST" will be replaced by "THIRD"	The message will be addressed to the given destination, the control terminal ORI (generic) and NCIC (DCFBWA00).

The request type field identifies the type of request that was made.

The line in the inquiry identifying the records unique fields will vary depending on the type of record being confirmed. This is identified in the request type field.

Nlets has inserted several phrases to make the hit confirmation readable. These include indication of first notice, priority, and the type of record being requested for confirmation.

Nlets will translate the priority field to a plain English sentence, such as "URGENT! – RESPOND WITHIN 10 MINUTES." Only the selection made will be displayed. The sender will always determine the priority.

Nlets will edit all requests for hit confirmation for required data elements, field length, and allowable data within the fields. Editing will be similar to editing on vehicle registration queries (RQs) and driver license queries (DQs).

#### 15.5. Hit Confirmation Responses (YR)

NCIC formats for data fields are used whenever possible.

Nlets will insert this phrase at the beginning of a response:

**\*\*\*\*HIT CONFIRMATION RESPONSE\*\*\*\***

Nlets will translate the confirmation status field.

The four permissible codes are:

Code	Confirmation Status Fields
Y	YES
N	NO
P	IN PROCESS OF BEING CONFIRMED
E	VALID BUT AWAITING A DECISION ON EXTRADITION



Only one status will be included in the message.

### **15.6. Requirements for Hit Confirmation Responses**

The hour's field is required when the confirmation status field is either "E" or "P."

Do not include sets of data elements that do not pertain to the type of hit confirmation request. For example, if you are responding to a request to confirm a stolen/felony vehicle, you should include only the required data elements plus the license plate number or vehicle identification number.

If you include other data elements not in the stolen/felony vehicle set as either mandatory or option, the message will be rejected by Nlets.

Hit confirmation responses from Canada will not have NCIC numbers.

### **15.7. Notes**

The line in the response identifying the records unique fields will vary depending on the type of record being confirmed. This is identified in the request type field.

### **15.8. Examples**

Example 1: Hit confirmation request by plate:

```
YQ.AZNLETS20.AZ0000000.TXT
RTY/SV.RNO/1.PRI/U.OCA/11111111.NIC/A111111111.
LIC/A111111.LIS/AZ.LIY/2012.LIT/PC.
VIN/1AAAA11111111111.VYR/2010.VMA/GMC.
RNA/NLETS_ANALYST.RAG/NLETS.PHO/8005284020.FAX/6233083501.
REM/VEHICLE WAS LOCATED ON THIS DATE AT 1234 ANY ST IN PHOENIX AT CENTRAL
APARTMENTS VEHICLE IS IN GOOD CONDITION AND HAS ALL OF ITS CHROME WHEELS AND TIRES PLEASE
CONFIRM TO PHOENIX PD
```

Example 2: Hit confirmation request by VIN:

```
YQ.AZNLETS20.AZ0000000.TXT
RTY/SV.RNO/1.PRI/U.OCA/11-000000.NIC/A111111000.
VIN/0A1AA1AA1AA111111.VYR/2001.VMA/NISS.
RNA/NLETS_ANALYST.RAG/NLETS.PHO/8005284020.EXT/3500.
REM/WE HAVE AN OFFICER OUT WITH THIS VEHICLE AND THE DRIVER
JOHN SMITH PLEASE CONFIRM THE STATUS
```

Example 3: Hit confirmation request by name and date of birth:

```
YQ.AZNLETS20.AZ0000000.TXT
RTY/MP.RNO/1.PRI/U.OCA/11-111111.NIC/A111111111.
NAM/SMITH, JOHN.DOB/19500101.SEX/M.
RNA/NLETS_ANALYST.RAG/NLETS.PHO/8005284020.
REM/PLEASE CONFIRM.
```

Example 4: Hit confirmation request on a firearm:

**YQ.AZNLETS20.AZ0000000.TXT  
RTY/SG.RNO/1.PRI/R.OCA/11103103.NIC/A11111111.  
SER/AAA1111.CAL/22.MAK/SW.MOD/123.  
RNA/NLETS\_ANALYST.RAG/NLETS.PHO/8005284020.  
REM/RECOVERED THIS GUN AT 2200 MAIN ST IN OUR CITY-PLEASE CONFIRM-  
GUN WILL BE TAKEN TO OUR PROPERTY ROOM AT 1234 ANY ST-CAN YOU PROVIDE ANY OWNER INFO-  
THANKS.**

Example 5: Hit confirmation request on an article:

**YQ.AZNLETS20.AZ0000000.TXT  
RTY/SA.RNO/1.PRI/R.OCA/11000111.NIC/A111110000.  
TYP/RTELEVI.SER/111111111.BRA/INSIGN.  
RNA/NLETS\_ANALYST.RAG/NLETS.  
REM/48 INCH FLAT SCREEN TV**

Example 6: Hit confirmation request on security:

**YQ.AZNLETS20.AZNLETS19.TXT  
RTY/SS.RNO/1.PRI/R.OCA/10000000000.NIC/A111110000.  
TYP/AB.SER/110011001100.DEN/123456789.  
RNA/NLETS\_ANALYST.RAG/NLETS.PHO/8005284020.  
REM/PLS CONFIRM STILL STOLEN**

Example 7: Hit confirmation request on a boat by registration:

**YQ.AZNLETS20.AZ0000000.TXT  
RTY/SB.RNO/1.PRI/R.OCA/10000000000.NIC/A111110000.  
REG/12345678.  
RNA/NLETS\_ANALYST.RAG/NLETS.PHO/8005284020.  
REM/PLS CONFIRM BOAT IS STILL STOLEN**

Example 8: Hit confirmation request on a boat by boat hull number:

**YQ.AZNLETS20.AZ0000000.TXT  
RTY/SB.RNO/1.PRI/R.OCA/10000000000.NIC/A111110000.  
BHN/AAA1111A111.BMA/SER.  
RNA/NLETS\_ANALYST.RAG/NLETS.PHO/8005284020.FAX/6233083501.  
REM/THIS BOAT WAS RECOVERED BY OUR DEPT ON 1/01/2001 PLS  
CONFIRM STILL STOLEN**

Example 9: Hit confirmation request on a vehicle part:

**YQ.AZNLETS20.AZ0000000.TXT  
RTY/SP.RNO/1.PRI/R.OCA/111111.NIC/X111111111.  
SER/XX0XX0000XX000000.BRA/ACUR.CAT/TN.  
RNA/NLETS\_ANALYST.RAG/NLETS.PHO/8005284020.  
REM/WE ARE OUT WITH THE ABOVE VEHICLE PART/PLEASE ADVISE OF  
OWNER INFORMATION/RECOVERY WILL FOLLOW WHEN AVAILABLE**

Example 10: Hit confirmation response:

```

YR.AZ0000000
11:52 01/01/2012 54539
11:52 01/01/2012 48764 AZNLETS20
TXT
****HIT CONFIRMATION RESPONSE****
THE RECORD BELOW:IS CONFIRMED
OCA/111A1111.NIC/A111111111.
*** WANTED PERSON ***
NAM/SMITH,JOHN. DOB/010150.SEX/M.
WARRANT VALID - PLEASE HOLD NO BAIL NO BOND WE WILL EXTRADITE
- WARRANT WAS FAXED EXTRADITION OFFICE:(480)555-1111
NAME OF CONFIRMER: T RECORD
CONFIRMING AGENCY: AZ DEPT OF CORRECTIONS
PHONE: (602)555-5151
  
```

## 16. Parole, Probation, Corrections Transactions (PPQ/PPR, PBQ/PBR, PCQ/PCR, PAQ/PAR, CPQ/CPR)

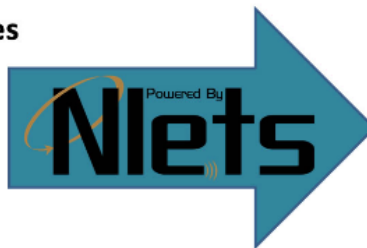
This section provides an overview and details regarding the parole, probation, and corrections query using one of five different indices: name/date of birth/sex, state ID number (SID), FBI number, social security number, or miscellaneous number (MNU) to a state and the corresponding responses.

### 16.1. Overview

To send a parole (PPQ), probation (PBQ), or corrections (PCQ) query or a query on all three files (PAQ), a user must enter one of five indices, as shown below:

#### Query by One of These Indices

Name/DOB/Sex  
 State ID Number (SID)  
 FBI Number (FBI)  
 Social Security Number (SOC)  
 Miscellaneous Number (MNU)



#### Registration Response

>Name  
 >Address  
 >Date of Birth  
 >Physical Description  
 >Social Security #  
 >County of Registration  
 >Date of Registration  
 >Release/Sentence Date  
 >Next of Kin  
 >Employer  
 >Employer's Address  
 >Driver's License Number  
 >Driver's License State  
 >Driver's License Expiration

Positive sex offender registration responses may contain information, such as the items listed in the "Registration Response" section shown above.

If no information is available, the state will return a NO RECORD response.

**Note: It is important to recognize that some states will not be able to respond to a Parole (PPQ), Probation (PBQ), Corrections (PCQ) Query or a query on all three files (PAQ). Nlets has set up an exception table and upon state request, Nlets will not forward these requests to a state.**

**If a user requires a corrections photo, the CPQ message key should be used.**

## **16.2. Query Requirements**

**Note: Only criminal justice agencies authorized to access criminal records will be allowed to submit these types of messages to Nlets.**

Some states treat this type of information as criminal history information and some do not; therefore, inclusion of the purpose code and attention fields is optional.

If a state does not require the purpose code and attention fields and the parole, probation, or corrections query includes them, the state should ignore these fields and process the inquiry normally. The state HELP files should include information on this.

It is not required that a state provide an automated response to a parole, probation, or corrections query. If a manual response is forthcoming the state should generate a message notifying the inquirer of this fact.

Some states may not support a parole, probation, or corrections file. Nlets will reject the inquiry if a state does not support the file.

All parole, probation, and corrections inquiries should be answered by the matching response message type.

## **16.3. Query Help**

There are HELP files created for each state that will provide details regarding access, availability, and any idiosyncrasies of a state. More information on HELP files can be located in the Help Files Transactions section.

## **16.4. Parole, Probation, and Corrections Inquiries**

The purpose code and attention field are optional.

Nlets accepts the following purpose codes created by NCIC for use on the Triple I system:

Code:	Explanation:
C	Must be used when the Sex Offender Registration Inquiry (SOQ) is for official duties in connection with the administration of criminal justice.
E	Must be used for employment and licensing.
J	Must be used when the Sex Offender Registration Inquiry (SOQ) involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control. Criminal justice employment has been separated from other criminal justice purposes due to the requirement of some state agencies.
F	Must be used by criminal justice agencies in all states for screening applications for firearms and related permits. This includes firearms dealers, firearms purchases, carriers of concealed weapons, explosive dealers and users, and lethal weapons dealers and users, but only when a Federal, state or local law/ordinance exists making the criminal justice agency responsible for the issuance of the licenses/permits.
D	Must be used by Courts when hearing civil domestic violence or stalking cases. This purpose code shall not allow access to State sealed records.
S	Must be used by Defense Investigative Service and any other SCIA agencies authorized specifically by Nlets to access CHRI through the network using IQ, FQ and AQ.

### 16.5. Examples

Example 1: A parole query by name, date of birth, and sex:

```
PPQ.AZNLETS20.AZ.TXT
PUR/C.ATN/NLETS_ANALYST.NAM/SMITH,JOHN.DOB/19500101.SEX/M
```

Example 2: A probation query by name, date of birth, and sex:

```
PBQ.AZNLETS20.AZ.TXT
PUR/C.ATN/NLETS_ANALYST.NAM/SMITH,JOHN.DOB/19500101.SEX/M
```

Example 3: A corrections query by name, date of birth, and sex:

```
PCQ.AZNLETS20.AZ.TXT
PUR/C.ATN/NLETS_ANALYST.NAM/SMITH,JOHN.DOB/19500101.SEX/M
```

Example 4: A query of all three files by name, date of birth, and sex:

```
PAQ.AZNLETS20.AZ.TXT
PUR/C.ATN/NLETS_ANALYST.NAM/SMITH, JOHN.DOB/19500101.SEX/M
```

Example 5: A parole query by state ID:

```
PPQ.AZNLETS20.AZ.TXT
PUR/C.ATN/NLETS_ANALYST.SID/AZ1111111A
```

Example 6: A probation query by state ID:

```
PBQ.AZNLETS20.AZ.TXT
PUR/C.ATN/NLETS_ANALYST.SID/AZ1111111A
```

Example 7: A corrections query by state ID:

```
PCQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.SID/AZ111111A
```

Example 8: A query of all three files by state ID:

```
PAQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.SID/AZ111111A
```

Example 9: A parole query by FBI number:

```
PPQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.FBI/111111AA1
```

Example 10: A probation query by FBI number:

```
PBQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.FBI/111111AA1
```

Example 11: A corrections query by FBI number:

```
PCQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.FBI/111111AA1
```

Example 12: A query of all three files by FBI number:

```
PAQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.FBI/111111AA1
```

Example 13: A parole query by social security number:

```
PPQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.SOC/123456789
```

Example 14: A probation query by social security number:

```
PBQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.SOC/123456789
```

Example 15: A corrections query by social security number:

```
PCQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.SOC/123456789
```

Example 16: A query of all three files by social security number:

```
PAQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.SOC/123456789
```

Example 17: A parole query by miscellaneous number:

```
PPQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.MNU/11111111
```

Example 18: A probation query by miscellaneous number:

```
PBQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.MNU/11111111
```

Example 19: A corrections query by miscellaneous number:

```
PCQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.MNU/11111111
```

Example 20: A query of all three files by miscellaneous number:

```
PAQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.MNU/11111111
```

Example 21: A parole response:

PPR.AZ0000000  
 13:39 01/20/2011 52220  
 13:39 01/20/2011 44315 AZNLETS20  
 TXT  
 -FCIC HIT RESPONSE-  
 #SOC HIT (98)#

IMMEDIATELY CONFIRM WARRANT AND EXTRADITION WITH ENTERING AGENCY

**WANTED PERSON**

**B - LIMITED EXTRADITION SEE MIS FIELD**

OFFENSE CODE: MARIJUANA - POSSESS      WARRANT DATE: 01/01/2000  
 NAME: JOHN SMITH      ENTRY DATE: 01/01/2000  
 DOB: 19500101      VALIDATED: 01/01/2011  
 RACE: WHITE      PCN: A111111111  
 SEX: MALE      NIC: A111111111  
 HEIGHT: 506  
 WEIGHT: 160  
 HAIR COLOR: BROWN  
 EYE COLOR: HAZEL  
 SCAR MARK TA: TATTOO, ARM, LEFT  
 SCAR MARK TA: TATTOO, LEG, RIGHT, NONSPECIFIC  
 SCAR MARK TA: TATTOO, ARM, RIGHT  
 SCAR MARK TA: TATTOO, BACK  
 BIRTH COUNTY: PHOENIX      BIRTH PLACE: AZ  
 ADDR TYPE: 01 - RESIDENCE (LAST KNOWN)      ADDR DATE: 10/10/2007  
 ADDRESS: 1234 ANY STREET  
 CITY STATE: PHOENIX, AZ      ZIP: 85000  
 SUPPLEMENTAL ADDRESS(ES):  
 ADDR TYPE: 05 - OTHER      ADDR DATE: 10/05/2005  
 ADDRESS: 5678 THAT ROAD  
 CITY STATE: MESA, AZ      ZIP: 85001  
 OCCUPATION: DRYWALL  
 SOC SEC NO: 123456789  
 OPER LIC NO: A11111111111      OPER LIC ST: AZ      OPER LIC YR: 2005  
 WARRANT NO: 0000000AA  
 CASE NO: 0000000AA  
 ENTERING MNE: A11111111  
 ENTERING AGY: AZ0000000 - PHOENIX COUNTY SHERIFF'S OFFICE  
 NOTIFY AGY: NO NOTIFY/PUBLICLY AVAILABLE  
 MISC: VOP WARRANT CTI POSS OF CANN LESS THAN 20 GRAMS NO BOND PLS CONF  
 IRM THRU AZ0000000 AZ PICK UP ONLY MULTIPLE WARRANTS

#SOC HIT (98)#

IMMEDIATELY CONFIRM CIVIL PICKUP ORDER AND EXTRADITION WITH ENTERING AGENCY

CIVIL ORDER FOR ARREST  
 FAILURE TO PAY CHILD SUPPORT

**ARIZONA WRIT OF BODILY ATTACHMENT STATUS**

NAME: JOHN SMITH      WARRANT DATE: 01/01/2001  
 DOB: 19500101      ENTRY DATE: 01/01/2002  
 RACE: WHITE      VALIDATED: 01/01/2010  
 SEX: MALE      PCN: A111111111  
 HEIGHT: 506      NIC: NONE  
 WEIGHT: 160  
 HAIR COLOR: UNKNOWN OR COMPLETELY BALD  
 EYE COLOR: UNKNOWN  
 LAST RES ADD: 1234 ANY STREET  
 CITY STATE: PHOENIX, AZ      ZIP:  
 SOC SEC NO: 123456789  
 WARRANT NO:      PURGE AMOUNT: 1060  
 CASE NO: 2000AA111111  
 ENTERING MNE: A11111111  
 ENTERING AGY: AZ0000000 - PHOENIX COUNTY SHERIFF'S OFFICE  
 NOTIFY AGY: NO NOTIFY/PUBLICLY AVAILABLE  
 MISC: CASH PURGE AMOUNT IS ONE THOUSAND SIXTY DOLLARS AND  
 NO CENTS HEIGHT PER DHSMV ACTUAL WEIGHT IS UNKNOWN



Example 22: A probation response:

This example is too large for the document. To review the example, please go to the Nlets User Guide (WIKI) section 17.

Example 23: A corrections response:

```

PCR.AZ0000000
07:13 12/16/2011 56782
07:13 12/16/2011 93200 AZNLETS20
TXT
-FCIC HIT RESPONSE-
#SID HIT (00)#

WARNING - DO NOT ARREST BASED ON THIS INFORMATION ALONE

PROBATION OR SUPERVISED RELEASE STATUS

SUBJECT MAY BE UNDER THE SUPERVISION OF THE AZ DEPT OF CORRECTIONS
CONTACT THE PROBATION OFFICE DURING BUSINESS HOURS OR THE DEPARTMENT'S
EMERGENCY ACTION CENTER (EAC) AFTER HOURS AT 800 555-1111
TO CONFIRM THE OFFENDER'S SUPERVISION STATUS. ONCE THE STATUS IS CONFIRMED
AND A VIOLATION EXISTS AN ARREST CAN BE MADE AS AUTHORIZED IN
SECTION 948.06(1)(a) ARIZONA STATUTES (2008).
IF IMMEDIATE ASSISTANCE IS NEEDED AFTER HOURS REGARDING CONDITIONS
OF SUPERVISION, EAC STAFF WILL RELAY THIS URGENCY TO THE APPROPRIATE
DEPT STAFF THAT WILL RESPOND TO LAW ENFORCEMENT'S INQUIRY.

*** VIOLENT FELONY OFFENDER OF SPECIAL CONCERN - 111.11(1) A.S. ***

NAME: JOHN SMITH          RELEASE DATE: 02/04/2012
DOB: 19500101             ENTRY DATE: 08/09/2010
RACE: WHITE               PCN: B000000000
SEX: MALE                 NIC: A000000000
HEIGHT: 511               FBI: 111111AA1
WEIGHT: 185               STATE ID: AZ
HAIR COLOR: BROWN        DEPT CORRECTION: A11111
EYE COLOR: GREEN
SKIN TONE: LIGHT
BIRTH COUNTY:            BIRTH PLACE: US
LAST RES ADD: 1234 ANY STREET
CITY STATE: PHOENIX AZ   ZIP: 85000-0000
SOC SEC NO: 123456789
SENTENCE CRT: AZ0000000 - PHOENIX COC
RELEASE LOC: 004 - PHOENIX
START SUPER: 01/01/2010  PROBATION EXPIRES: 01/01/2012
SUPER TYPE:              RELEASE FROM SUPERVISION: 01/01/2012
SUPERVISOR
NAME: JAMES SMITH
PHONE NO: 602 555-5151
CASE NO: A11111
ENTERING MNE: A00000000
ENTERING AGY: AZ0000000 - ADC - 004 - PHOENIX
NOTIFY AGY: NO NOTIFY/PUBLICLY AVAILABLE
MISC: OFFENSE - BURG/N/ASSLT/OCC STRUCT

-IMAGE-
FIN: 00000001           IMAGE DATE: 01/01/2009
IMN:                    IMAGE ENTRY DATE: 01/01/2010
IMAGE TYPE: MUG SHOT
IMAGE SIZE: 11075 BYTES

```

Example 24: A response of all three files:

```

PAR.AZ0000000
07:13 12/16/2011 59782
07:13 12/16/2011 94400 AZNLETS20
TXT
-NCIC-
1A11AAA111111111
AZ0000000

***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.
*****WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER
RECORD. DO NOT
SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD.
CONTACT ENTERING
AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER*****

MKE/PROTECTION ORDER
ORI/AZ0000000 NAM/SMITH,JOHN SEX/M RAC/W
DOB/19500101 HGT/600 WGT/200 EYE/BRO HAI/BRO FBI/111111AA1
SOC/111111111
BRD/N ISD/11111111 EXP/20150101 CTI/AZ000000A
PPN/SMITH,KATE PSX/F PPR/B PPB/19500101
PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE, PROPERTY,
PCO/SCHOOL, OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR OTHER FAMILY OR
PCO/HOUSEHOLD MEMBER.
OCA/111111111
DNA/N
ORI IS ARIZONA 602 555-5555
NIC/A000000000 DTE/20100101 1545 EDT DLU/20100202 1500 EDT

-FCIC HIT RESPONSE-
QW : NO RECORDS FOUND

```

## 17. Sex Offender Registration Transactions (SOQ/SOR & SON)

### 17.1. Overview

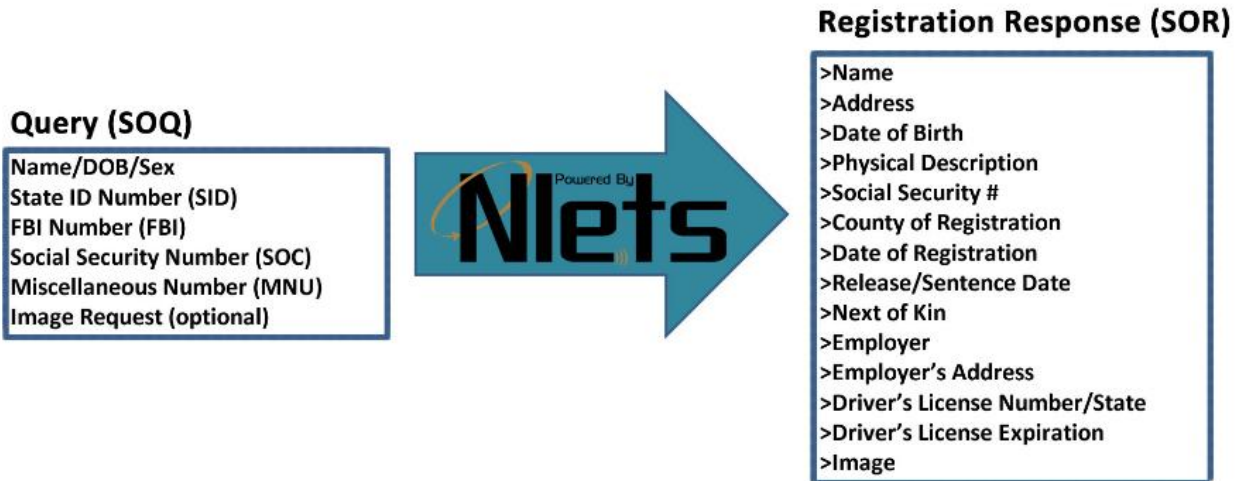
An agency may request out-of-state sex offender registration records by using a sex offender registration query (SOQ). The SOQ message type will interrogate the destination state database and return with information on the subject or a notification of "NO RECORD."

The sex offender registration notification (SON) serves as a formal method for an agency to communicate with another agency regarding the relocation of a sex offender.

This section provides an overview and details regarding the sex offender registration query and the corresponding sex offender registration response.

To send a sex offender registration query, a user must enter one of five different indices: name, date of birth, and sex or state ID number, FBI number, social security number, or miscellaneous number. The user may request a photo image as an additional option.

Positive sex offender registration responses may contain information, such as the item listed in the “Registration Response” that follows below. A sex offender registration response may include an image if one was requested and is available.



If no information is available, the state will return a “NO RECORD” message.

**Note: It is important to recognize that some states will not be able to respond to a Sex Offender Registration Query (SOQ). Nlets has set up an exception table and upon state request, Nlets will not forward Sex Offender Registration requests to a state.**

## 17.2. Query Requirements

Only criminal justice agencies authorized to access criminal records will be allowed to submit SOQs to Nlets.

Some states treat this type of information as criminal history and some do not. Therefore, inclusion of the purpose code and attention filed is optional.

If a state does not require the purpose code and/or attention fields and the response includes them, the state should ignore these fields and process the inquiry normally. The state HELP files should include information on this.

It is not required that a state provide an automated response to an SOQ. If a manual response is forthcoming; however, the state should generate a message notifying the inquirer of this fact.

The sex offender registration query format includes an optional image field. When this field is included in the query with a “Y” as a value, the receiver should return an image if one is available.

Some states may not support a sex offender registration file. Nlets will reject the inquiry if a state does not support the file.

### 17.3. Query Help

There are HELP files created by each state that will provide details regarding access, availability, and idiosyncrasies of a state. The Nlets "NLSOQHELP" file lists the states that support SOQs.

### 17.4. Sex Offender Registration Inquiries (SOQ)

Nlets accepts purpose codes of C, F, E, D, J, S, or X. These codes were created by NCIC for use on Triple I. They are defined as follows:

Code:	Explanation:
C	Must be used when the Sex Offender Registration Query (SOQ) is for official duties in connection with the administration of criminal justice.
E	Must be used for employment and licensing.
J	Must be used when the Sex Offender Registration Query (SOQ) involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control. Criminal justice employment has been separated from other criminal justice purposes due to the requirement of some state agencies.
F	Must be used by criminal justice agencies in all states for screening applications for firearms and related permits. This includes firearms dealers, firearms purchases, carriers of concealed weapons, explosive dealers and users, and lethal weapons dealers and users, but only when a Federal, state or local law/ordinance exists making the criminal justice agency responsible for the issuance of the licenses/permits.
D	Must be used by Courts when hearing civil domestic violence or stalking cases. This purpose code shall not allow access to State sealed records.
S	Must be used by Defense Investigative Service and any other SCIA agencies authorized specifically by Nlets to access CHRI through the network using IQ, FQ and AQ.
X	For use in conducting checks involving the emergency placement of children when unaccompanied by the immediate submission of fingerprints on the surrogate care provider(s).

### 17.5. Responses to Sex Offender Registration Inquiries (SOR)

An SOR must be used to respond to an SOQ.

Nlets will not duplicate response formats.

State should utilize their state formats in the responses. Responses should be understandable. If there are codes or other state-specific information that may be difficult for an out-of-state reader to understand, this information should be included in the HELP files.

### 17.6. Sex Offender Relocation Notification (SON)

The Sex Offender Relocation Notification provides a means for an Nlets user to notify, in a formal, fixed format, another agency that a sex offender is relocating to their area.

The "REMARKS" fields has been included to allow states to add additional information not already assigned a specific field.

Although the sending agency may have additional information, this notification is meant to alert the agency to which the registrant is relocating. This agency is encouraged to contact the sending agency if additional information on the subject is needed.

### 17.7. Examples

Example 1: Sex offender query by name, date of birth, and sex:

```
SOQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.NAM/SMITH,JOHN.DOB/19500101.SEX/M
```

Example 2: Sex offender query by state ID:

```
SOQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.SID/SID1234
```

Example 3: Sex offender query by FBI number:

```
SOQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.FBI/123456AA7
```

Example 4: Sex offender query by social security number:

```
SOQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.SOC/123456789
```

Example 5: Sex offender query by miscellaneous number:

```
SOQ.AZNLETS20.AZ.TXT  
PUR/C.ATN/NLETS_ANALYST.MNU/AZ-1234
```

Example 6: Sex offender response:

SOR.AZ0000000  
10:10 01/01/2011 21230  
10:10 01/01/2011 61231 AZNLETS20  
TXT  
\*\*\* SEXUAL OFFENDER REGISTRY INFORMATION \*\*\*  
THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD WITH TIC/SID1234  
IS REGISTERED AS A CONVICTED SEXUAL OFFENDER. DO NOT SEARCH, DETAIN, OR  
ARREST BASED SOLELY ON THIS RECORD. ADDITIONAL INFORMATION REGARDING  
SUBJECT MAY BE AVAILABLE FROM THE INTERSTATE IDENTIFICATION INDEX.

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE  
DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS  
\*\*\*\*\*

MKE/SEXUAL OFFENDER  
OFS/01 - ABSCONDED  
ORI/AZ00000000 NAM/SMITH,JOHN SEX/M RAC/W POB/AZ DOB/19500101  
HGT/505 WGT/175 EYE/BRO HAI/BLK FBI/123456AA7 CTZ/US SKN/MED  
SMT/TAT R ARM  
FPC/AAAAAAAAA11AAAAAA1111 SOC/123456789 SID/SID1234  
OLN/12345678 OLS/AZ  
ORD/20000101 ERD/NONEXP SXP/N CRR/SEX ASSAULT  
CON/20000202 AOV/16 SOV/F  
OCA/12345678  
MIS/SEXUAL ASSAULT CHILD  
LIC/12AAA3 LIS/AZ LIY/2010 LIT/PC  
VYR/1980  
VMA/FORD VMO/F15 VST/PK VCO/RED  
DNA/N  
AKA/SMITH, JOHNNY  
AKA/SMITH, JIM  
AKA/SMITH, JIMMY  
SMT/TAT L ARM  
SOC/123456789  
HOM/ADD - ABSCONDED  
AZ  
PHONE - 602 555-1234 HOME  
NIC/X111111111 TIC/XX111111111 DTE/20010101 1111 DLU/20011010 1212  
ORI IS PHOENIX DEPT 602 555-9876

\*\*\*\*\* END OF SEXUAL OFFENDER REGISTRY INFORMATION \*\*\*\*\*

\*\*THIS MESSAGE IS FROM AZ 2000 SYSTEM.\*\*

Example 7: Sex offender notification:

SON.TX0000000  
 05:00 01/01/2010 21237  
 05:00 01/01/2010 51237 AZNLETS20  
 TXT  
 NAME/SMITH, JOHN. SEX/M. SEX OFFENDER  
 REG#/1234567890.  
 RELOCATION ADDRESS/1234 MAIN STREET, DALLAS, TX, 75000.  
 STATE OFFENSE LITERAL/STATUTORY SODOMY-2ND DEG;SEX ASSLT;.  
 REMARKS/The Texas State Highway Patrol has received notification that a  
 Texas registered sex offender has moved to AZ, EFFECTIVE: 2010-01-01  
 Please forward this information to the appropriate registering agency.  
 SID:TX12345678 FBI:12345XX1 DOB:1950-01-01  
 SOC:123456789  
 For more information on this subject, please contact the Texas State Highway Patrol  
 at 800-555-1234 or access through NCIC

## 18. Immigration Alien Transactions (IAQ/IAR)

### 18.1. Overview

The purpose of the Immigration Alien Transaction is to provide timely information on aliens suspected of criminal activity and status information on aliens under arrest.

A query transaction (IAQ) searches multiple databases including NCIC and Triple I.

The Law Enforcement Support Center (LESC) staff responds to the requesting law enforcement agency 24 hours a day, seven days a week. For additional information, direct requests to:

**Director**  
**Law Enforcement Support Center**  
 188 Harvest Lane  
 Williston, VT 05495  
 ORI: VTINS0750  
 Phone: (802) 872-6000 FAX: (802) 288-1222

**Note: Due to the sensitive nature of the information to be provided by the LESC, only agencies authorized to request criminal record information over Nlets will be authorized to access the LESC. The LESC maintains a HELP file to provide additional information. It may be accessed by sending an "AM" message to AXADMHELP. Assistance is also available through an "AM" message sent to "AX".**

The information may be used to assist with investigations, to provide identification and background data on subjects for correctional departments, and to notify ICE of a subject's incarceration or placement on probation.

All queries sent to the LESC must contain the required fields of information. Any optional information supplied in the query will increase the probability of finding a positive record and will enable a more informative response to be returned.

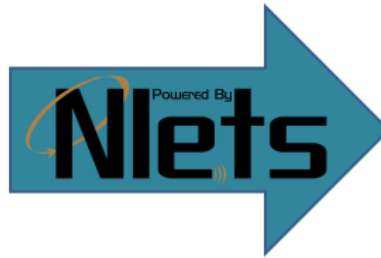


Response times will vary depending on the return of individual state criminal history information and the extensiveness of the query.

Immediately upon receipt of an inquiry, a computer-generated message acknowledging receipt will automatically be returned to the inquiring agency.

### Send a Query (IAQ)

Name  
Date of Birth  
Sex  
Place of Birth  
Custody  
NCIC Offense Code  
PLUS ONE OR MORE OPTIONAL FIELD:  
Alien Registration Number  
FBI Number  
State ID Number  
Height/Weight/Eye Color  
Mother's Maiden Name  
Mother's First Name  
Father's Last Name  
Father's First Name  
Miscellaneous Number  
Social Security Number  
Passport Number  
Booking Number  
Remarks



### LESC Possible Responses

>Subject has been previously deported  
>Subject appears to be in the US legally  
>Subject appears to be in the US illegally  
>Subject is wanted by ICE for removal  
>Subject appears to be legal permanent resident  
>No match for subject  
>Subject is a naturalized US citizen  
>Subject appears to be deportable but not currently wanted  
>Subject is legal, however, currently under removal proceedings  
>Subject is illegal and is currently under removal proceedings  
>Subject is a non-immigrant admitted until \_\_\_\_  
>Subject possesses a Mexican Border Crossing Card  
>May have information: additional file review necessary

## 18.2. LESC Files

The LESC searches multiple indices after receiving a query via Nlets.

### 18.2.1. Central Index System (CIS)

CIS is a centralized, computer-based information system that serves as the heart of USCIS support, both in areas of service benefits and law enforcement. The Central Index System contains data on the following:

- Lawful permanent residents
- Naturalized citizens
- Violators of immigration laws
- Aliens with Employment Authorization Document (EAD) information
- Other for whom the Service has opened alien files or in whom it has a special interest



CIS provides several major capabilities, including searching the alien database by multiple criteria and by displaying summary level data on the alien.

The major search keys are Alien Registration Number and Name. Variations of the name search are provided by allowing a direct search using an exact name or a Soundex search using a similar sounding name or an alias name.

In addition, the name searches allow other identifying information as secondary search criteria, such as date of birth, country of birth, and files control office. Date of birth is the most often used secondary search criterion.

#### **18.2.2. Computer Linked Application Information Management System (CLAIMS)**

CLAIMS is an application processing system that provides information concerning the receipt, adjudication, and notification processes for applicants and petitioners of USCIS benefits, such as Employment Authorization Documents (EAD), Permanent Residency, etc. The current CLAIMS implementation combines several systems that support these processing requirements.

This system also provides information on the current status of a pending application of the aforementioned USCIS benefits.

#### **18.2.3. Enforce Alien Removal Module EARM/EABM (ENFORCE)**

EARM/EABM (ENFORCE) provides information on the status and disposition of deportation cases. Information on the statistics and summary data representing cases by status type is also provided.

Other activities include capturing deportable data, tracking aliens who are arrested, detained, or formally removed from the country, producing deportation forms and reports, making the information accessible online to deportation officers and other ICE users, and maintaining information on aliens detained by the Service and reporting on the activity.

#### **18.2.4. Treasury Enforcement Communications Systems (TECS SQ94)**

TECS SQ94 contains arrival, departure, and ancillary information pertaining to non-immigrant aliens entering the United States.

This system contains data on an individual's status, identified individuals who may have over-stayed, provides statistical information to ICE managers, and provides for queries based on biographical, classification, and citizenship data.

#### **18.2.5. Student and Exchange Visitor Information System (SEVIS)**

SEVIS is the primary vehicle for identifying, locating, and determining the status or benefits eligibility of non-immigrant students and their dependents. It also contains

information for non-immigrant exchange visitors. Data is captured from forms relevant to foreign students and are available for query.

This data includes requests for extensions, change of status, transfers, and employment authorization.

SEVIS also maintains records on approved schools, school officials, and current or past violations.

#### **18.2.6. Enterprise Citizenship and Immigration Services Centralized Operational Repository (eCISCOR (CLAIMS 4))**

eCISCOR (CLAIMS 4) is a casework management system that tracks the naturalization process of aliens seeking United States Citizenship. The data is captured from forms and applications submitted by aliens. The data includes general biographical background information, addresses, processing dates, interview dates, and the disposition or current status of the application for U.S. Citizenship.

#### **18.2.7. Refugee, Asylum, and Parole System (RAPS)**

RAPS is a comprehensive case management system that tracks the refugee, asylum, and parole process of aliens in the United States. The information contained in the RAPS is obtained from forms, applications, and interviews with the alien.

The case status is tracked throughout the cycle, showing the status of the alien at time of entry, and the completion of the process.

The data includes general biographical background information, addresses, processing dates, interview dates, and information regarding the outcome of hearings.

#### **18.2.8. United States Visitor and Immigration Status Indicator Technology (US-VISIT)**

US – VISITs support the DHSs mission to protect our nation by providing biometric identification services to federal, state, and local government decision makers to help them accurately identify the people they encounter and determine whether those people pose a risk to the United States.

#### **18.2.9. Person Centric Query Service (PCQS)**

PCQS is a centralized CIS search engine the combines searchable information from the following databases: AR11, ATS-P (Entry/Exit), CIS, CISCOR, CLAIMS 3 M/F, CLAIMS 4, CPMS, DoS-CCD, eCISCOR-RNACS, ENFORCE, FD28, MFAS, NFTS, SEVIS, TECS-INCIDENT, TECS-NCIC, TECS-SQ11, TECS-XING, and US-VISIT.

The data that is included is not all encompassing from the source databases and often requires further research.

**18.2.10. Arrival Departure Information System (ADIS)**

ADIS provides information gathered from Advanced Passenger Information System (APIS), United States Visitor and Immigrant Status Indicator Technology Automated Biometric Identification System (US-VISIT IDENT), U.S. Visit Exit Processing, SEVIS, CLAIMS and CCD (Consular Consolidated Database).

Under the basic search option using name and date of birth, ADIS is able to gather arrival and departure information for travelers entering or leaving the United States.

**18.3. Query Requirements**

All formatted inquiries must be sent to the LESC two-character address "AX."

All inquiries must contain at least the required information.

Optional fields increase the probability of finding a match; however, there is no requirement to use all of the optional fields in order to get the one needed. Any optional information supplied in the query will increase the probability of finding a positive record and enable a more informative response to be sent.

Nlets will perform the normal edits for required data, length, and content.

**18.4. Name Structure**

The usage of surnames from different countries can often be confusing. For example, Hispanics generally use both their father and mothers last name, giving them a double last name. The first name of this double last name is generally the most important name for record check purposes. If one does not know how to place these names in the name fields on an inquiry, misses could occur.

Below is a short explanation of the construction of names often checked with USCIS, CBP, and ICE indices:

**HISPANIC NAMES:****HISPANIC FIRST NAMES:**

Many Spanish first names consist of more than one word, for example, Maria de Los Angeles, Maria de la Luz, and Maria del Carmen.

When written with a prepositional phrase, the name should be treated as one first name.

If the name is not recorded with a prepositional phrase, for example, Maria Luz or Maria Carmen, it should be considered first and middle names.

**HISPANIC SURNAMES:**

Spanish and Hispanic persons customarily use the surnames of both parents. This double surname is derived from the first surname of the father and the first surname of the mother. Neither name is considered a middle name.

The surname of the father precedes that of the mother.

The two surnames may be connected by the word "y", which means "and." For example, Juan Gomez y Conde has Juan as a first name, Gomez as the surname of the father, and Conde as the surname of the mother.

For recording purposes, all double last names are listed with the father's surname followed by the mother's surname. Juan Gomez y Conde would be recorded as Juan Gomez Conde.

The nationals of some South American countries do not, as a general rule, use both last names. If the subject comes from a country that uses both last names, but the subject only uses one, and it is his mother's surname, this will often indicate that the subject's parents were not married.

**HISPANIC MARRIED NAMES FOR WOMEN:**

When she marries, a woman commonly drops the surname of her mother and adds the first surname of her husband, preceded by the preposition "de." This indicates she is the "wife of" that man.

Maria Gomez Garcia, when married to Juan Martinez Ramirez, would become Maria Gomez de Martinez and will be recorded as Gomez de Martinez, Maria. Note that according to traditional Hispanic usage the woman's surname never changes.

After admission to the United States, however, some women have adopted the American custom of using the husband's surname as their own. Maria Gomez de Martinez may begin to give her name as Martinez, Maria Gomez.

**ASIAN (CHINESE) NAMES:**

When a sequence of two, three or four names appear, no part of which can be recognized as the first name, middle name or surname, the first part only is identified as the surname and the next parts used as the first name and middle name.

When one of more names follows the surname, use only the first as the surname.

Sometimes the surname will be in capital letters and the other names will be connected by a hyphen. In such cases you may find the surname written either before or after the other names.

Name:	Surname:
Low Tai Yat Harry Yat Bun Sing Soong Mei Ling	Low Yat Soong

MIDDLE EASTERN NAMES:	
<b>When a sequence of two, three or four names appear, no part of which can be recognized as the first name, middle name or surname, the last part only is identified as the surname and the first part used as the first name.</b>	
<b>Name:</b>	<b>Surname:</b>
Mohammed Ali Jafir	Jafir
<b>When a surname is preceded by an article such as "El" or "Al", it is considered to be part of the surname.</b>	
<b>Name:</b>	<b>Surname:</b>
Yousef Ben El Gazar	El Gazar

### 18.5. Query Help

The LESC maintains a HELP file to provide additional information and may be accessed by sending an Administrative Message to AXSIRHELP.

### 18.6. Responses

The LESC will provide an automated acknowledgment notifying the inquiring agency that their inquiry has been received and is being processed. The positive message acknowledgment will read as follows:

**YOUR MESSAGE WAS RECEIVED BY THE ICE-LAW ENFORCEMENT SUPPORT CENTER. WE WILL PROCESS YOUR INQUIRY AND RETURN A RESPONSE UPON COMPLETION OF THE ICE DATABASE SEARCH. END**

The first part of each response will include the actual inquiry that was sent. This will enable the inquirer to match up their inquiry with its response.

A summarization of information found during the search will be returned in a formatted response.

The final segment of the response will be completed using the message "END." This will denote that no other information on this inquiry is forthcoming.

If additional information or clarification of a response is required, you may contact the LESC at VTICE0900 utilizing the standard Administrative Message format.

Additional contact information may appear at the end of the LESC response regarding enforcement offices in the jurisdiction of the inquirer.

### 18.7. Examples

Example 1: Immigration alien query:

**IAQ.AZNLETS20.AX.TXT  
PUR/S.ATN/NLETS\_ANALYST.PHN/8005284020.NAM/SMITH,JOHN.  
DOB/19500101.SEX/M.POB/AA.CUS/N.OFF/0001.MNU/00000000000001.  
REM/FREQUENTTRAVELER;FREQUENTTRAVELER**

Example 2: Immigration alien response:

**IAR.VTICE0000**  
**07:18 10/27/2011 71982**  
**07:18 10/27/2011 15854 AZNLETS20**  
**TXT**  
**\*\*\* LAW ENFORCEMENT SENSITIVE \*\*\***  
  
**IAQ RECEIVED: 10/27/11 10:02:04 AM**  
**ORI/ AZNLETS20 ATN/NLETS\_ANALYST PHN/ 8005284020**  
  
**NAM/ SMITH, JOHN DOB/ 19500101 CUS/N OFF/0001 PUR/ S POB/AA SEX/M**  
**FBI/**  
  
**ARN/234567890 SOC/123456789**  
**\*\*\*\* QUERY MESSAGE TEXT ENDS - L.E.S.C. RESPONSE BEGINS \*\*\*\***  
**THIS IS NOT A GOVERNMENT DETAINER! THIS INFORMATION IS FOR**  
**LAW ENFORCEMENT USE AND IS BEING PROVIDED FOR INFORMATIONAL**  
**PURPOSES ONLY. THIS RESPONSE IS NOT SUPPORTED BY FINGERPRINTS.**  
  
**\*\*\*\* BASED ON THE INFORMATION PROVIDED \*\*\*\*\***  
**THE FOLLOWING I.C.E. RECORD APPEARS TO RELATE:**  
**NAM/ SMITH, JOHN**  
**DOB/ 19500101**  
**POB/ INDIA --> INDIA / SIKKIM**  
**ARN/ 234567890**  
**FCO/ CHI**  
**DOE/ 19500101**  
**FFN/ SMITH**  
**MFN/ JONES**  
**NATURALIZATION CERTIFICATE/ 00000001**  
**NATURALIZATION DATE/ 20000101**  
**NATURALIZATION LOCATION/ CHI**  
  
**I.C.E. RECORDS INDICATE THAT THIS SUBJECT IS A**  
**UNITED STATES CITIZEN.THIS INDIVIDUAL IS NOT**  
**SUBJECT TO REMOVAL FROM THE UNITED STATES.**  
**NO FURTHER ACTION BY I.C.E. WILL BE TAKEN.**  
  
**SUBJECT IS A NATURALIZED UNITED STATES CITIZEN**  
**\*\*\*\*\***  
**For further information contact ICE Miami, FL;**  
**-Aliens IN CUSTODY - Miami SC IRC-Enforcement and**  
**Removal Operations at (305)207-5126 or 5127**  
**-Fax Number (305) 207-5130**  
**-Aliens NOT IN CUSTODY (Roadside) Homeland**  
**Security Investigations at 1-800-XSECTOR**  
**- Or the Law Enforcement Support Center at (802) 872 - 6020**  
  
  
**REQUESTING ORI INFORMATION:**  
**AGENCY/**  
**PHONE/**  
  
**LESC QUERY ID: 00000001 \*\*\* LIMITED OFFICIAL USE \*\*\***  
  
**END OF RESPONSE . . .**

## 19. Road Weather Transactions (HQ/HR)

### 19.1. Overview

An agency may request out-of-state road and weather information by sending an inquiry (HQ) through Nlets to a participating state. A road/weather information file will be maintained by each participating state. Inquiries and responses are exchanged via Nlets similar to the way motor vehicle inquiries and responses are exchanged.

The U.S. National Oceanic and Atmospheric Administration (NOAA) weather wire service transaction (HR) is also transmitted to the states via the Nlets network. This allows states to select between various weather data options that affect their state. The steps required to setup an account to receive NWWS/Nlets messages can be obtained at <http://www.nws.noaa.gov/nwws/nletsaccsetup.html>

The states participating in the Nlets Road/Weather Program may be obtained by sending an Administrative Message to the ORI "NXWTHHELP."

Should Nlets users choose to send weather inquiries to any of the states listed as not participating, they should not expect a response of any kind. This does not preclude requesting weather conditions for a specific community or area using an Administrative Message.

### 19.2. Query Requirements

Up to five two-character state codes are permitted per query.

At the present time there is no fixed response format.

If a state is unable to support automated responses, manual responses are acceptable.

IMPORTANT NOTE – Each state's road/weather file must contain enough information and must be updated often enough to be meaningful.

### 19.3. Examples

Example 1: Road/Weather query sent by a user:

```
HQ.AZNLETS20.AZ.TXT  
WEATHER
```

Example 2: Road/weather response sent from a state:

HR.AZ0000000  
07:15 10/27/2011 87475  
07:15 10/27/2011 04254 AZNLETS20  
TXT  
CURRENT WEATHER INFORMATION:  
ARIZONA WEATHER SUMMARY OCTOBER 27, 2011  
TODAY...OCCASIONAL RAIN SHOWERS AND ISOLATED THUNDERSTORMS. HIGHS IN THE 40'S TO NEAR 60.  
TONIGHT...DECREASING CLOUDS WITH A CHANCE OF RAIN SHOWERS EAST. LOWS IN THE 30'S & 40'S.  
FRIDAY...SUNNY WITH HIGHS IN THE 50'S AND 60'S.  
SATURDAY...CLEAR WITH HIGHS IN THE 60'S.  
SUNDAY...PARTLY CLOUDY WITH LOWS IN THE 40'S, HIGHS IN THE 60'S.  
MONDAY...MOSTLY CLEAR WITH LOWS IN THE 40'S, HIGHS IN THE 60'S AND 70'S.  
ASTRONOMICAL DATA  
SUNRISE FOR OCTOBER 27 AT 0747 CDT, SUNSET AT 1841 CDT.  
SUNRISE FOR OCTOBER 28 AT 0748 CDT, SUNSET AT 1840 CDT.  
UPDATED: 0529 CDT  
10/27/2011  
CURRENT ROAD INFORMATION:  
ARIZONA DRIVING CONDITIONS FOR OCTOBER 27, 2011  
NO HAZARDOUS DRIVING CONDITIONS REPORTED AT THIS TIME  
0425 CDT  
10/27/11

Example 3: Road/weather message sent from the National Weather Wire:



HR.WS0000000  
07:24 10/27/2011 66295  
07:24 10/27/2011 25979 AZNLETS20  
TXT  
000

FPUS74 KFWD 271423

NOWFWD

SHORT TERM FORECAST

NATIONAL WEATHER SERVICE FORT WORTH TX

923 AM CDT THU OCT 27 2011

TXZ091>095-100>107-115>123-129>135-141>148-156>162-174-175-271700-  
MONTAGUE-COOKE-GRAYSON-FANNIN-LAMAR-YOUNG-JACK-WISE-DENTON-COLLIN-  
HUNT-DELTA-HOPKINS-STEPHENS-PALO PINTO-PARKER-TARRANT-DALLAS-  
ROCKWALL-KAUFMAN-VAN ZANDT-RAINS-EASTLAND-ERATH-HOOD-SOMERVELL-  
JOHNSON-ELLIS-HENDERSON-COMANCHE-MILLS-HAMILTON-BOSQUE-HILL-  
NAVARRO-FREESTONE-ANDERSON-LAMPASAS-CORYELL-BELL-MCLENNAN-FALLS-  
LIMESTONE-LEON-MILAM-ROBERTSON-

923 AM CDT THU OCT 27 2011

.NOW...

SCATTERED RAIN SHOWERS WILL CONTINUE TO DEVELOP AND MOVE EAST  
ACROSS NORTH TEXAS THIS MORNING. THROUGH NOON...AREAS MOST LIKELY  
TO SEE RAIN SHOWER ACTIVITY WILL BE THOSE AREAS ALONG AND WEST OF  
THE INTERSTATE 35 OR 35 E CORRIDOR. RAINFALL AMOUNTS ARE GENERALLY  
EXPECTED TO REMAIN AROUND ONE TENTH OF AN INCH FOR MOST  
LOCATIONS...HOWEVER ISOLATED TOTALS OF A QUARTER INCH ARE  
POSSIBLE. ISOLATED THUNDERSTORMS WILL BE EMBEDDED WITHIN THE MORE  
WIDESPREAD RAIN SHOWER ACTIVITY THIS MORNING.

PRECIPITATION IS EXPECTED TO EXPAND IN COVERAGE THIS AFTERNOON  
ACROSS NORTH TEXAS. MOST OF THE AREA IS EXPECTED TO SEE SOME  
RAINFALL BEFORE SUNSET

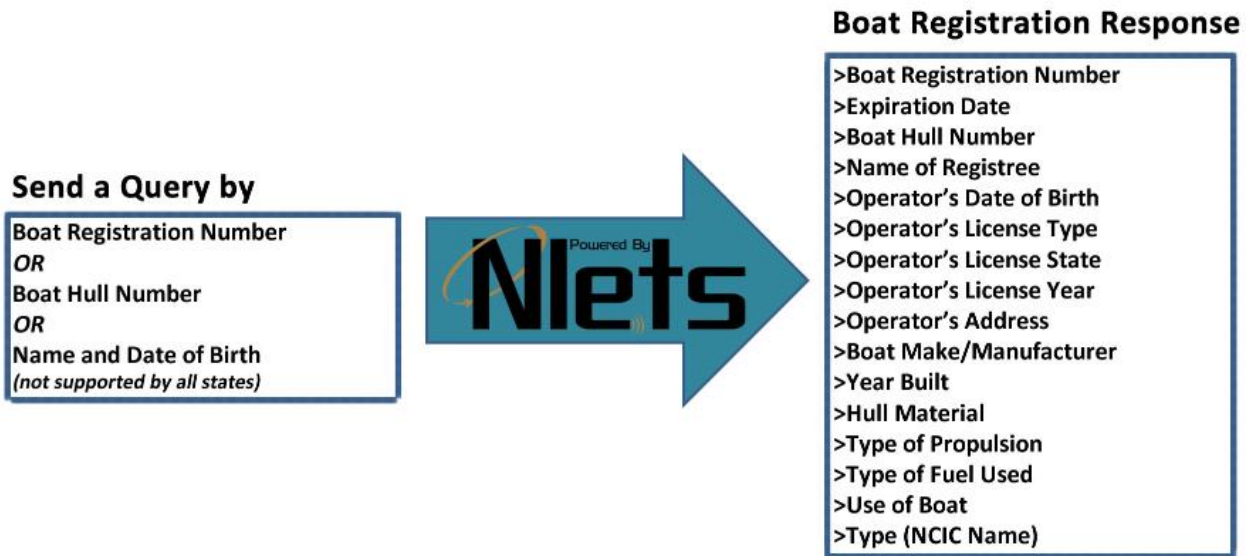
\$\$

CAVANAUGH

## 20. Boat Registration Transactions (BQ/BR)

### 20.1. Overview

This section describes how to access out-of-state boat registration information by sending a query through Nlets to a state by boat registration or document number, boat hull number, or name and date of birth. A query can also be sent to the Coast Guard by sending a message to destination "CG" by boat name or Coast Guard Number.



Other possible responses to a query are NOT ON FILE, TEMPORARILY UNAVAILABLE, or USER DOES NOT RESPOND TO MESSAGE TYPE – NLETS WILL NOT FORWARD TO xx, where xx=two-character user code.

### 20.2. Query Requirements

Each registration query can be sent to up to five state or regional codes.

The response to a boat registration inquiry is via an on-line direct interface database. A state that is unable to meet this format may return the information in a different format providing it is possible to be translated by an out-of-state recipient.

### 20.3. Query Notes

If a state wishes to request registration information it should, without exception, utilize the Nlets query formats. Usage should not be contingent on whether a destination state has an automated database on-line.

Information within each inquiry provides the destination point with all information necessary to reply.

Administrative messages should not be used in place of Nlets boat registration query formats unless there is additional information required that was not included in the reply.

#### **20.4. Query Help**

To obtain explanatory or supplementary information on a state's boat registration file, a user may send an Administrative Message to xxBOAT000, where xx=the two-character state code.

A user may also determine who is providing automated responses to BQ inquiries and who has HELP files by sending an Administrative Message to xxBASHELP, where xx=the two-character state code.

#### **20.5. Coast Guard Vessel Queries**

Coast Guard queries must be sent to destination "CG." These queries are then run, by Nlets, against the public Coast Guard website. Nlets returns the result in a response (BR). Note that response times and data are subject to the accuracy and performance of the U.S. Coast Guard website across the internet.

Positive responses from the Coast Guard will be in one of three formats:

- A single hit, which will contain detailed data on the matching vessel
- Multiple, detailed hits are returned when there are between two and twenty hits on a query, containing detailed data for each vessel
- A hit list is returned with limited data when there are over twenty matching vessels found. A subsequent query can be made using the U.S. Coast Guard number returned in the hit list.

#### **20.6. Examples**

Example 1: Boat query by registration number:

```
BQ.AZNLETS20.AZ.TXT  
REG/XX1111XX
```

Example 2: Boat query by hull number:

```
BQ.AZNLETS20.AZ.TXT  
BHN/XXXXX111X111
```

Example 3: Boat query by owner name:

```
BQ.AZNLETS20.AZ.TXT  
NAM/SMITH, JOHN.DOB/19500101
```

Example 4: Boat registration response:

```
BR.AZ0000000
10:10 01/01/2010 01233
10:10 01/01/2010 51231 AZNLETS20
TXT
FROM-ARIZONA
DATE: 01/01/2010 TIME: 10:10:00
BQ.REG/XX1111XX
*R17-REGISTRATION MARINE RESPONSE
* THIS RECORD MAY BE RESTRICTED UNDER THE DRIVERS PRIVACY PROTECTION ACT *
REG/XX1111XX TITLE NO/ XX111111 EXPIRATION/15 TYPE/BOAT MODEL/2000DCPRO
OWNER NAME/SMITH, JOHN
ADDRESS/1234 ANY STREET
PHOENIX
AZ 85000
BMA/GAMBL YEAR/95 VIN/X1XXX11XX111
BLE/020.01 HUL/FGLAS PRO/O BHP/
BTY/BAS PUR DATE/010199 ISS DATE/010110 REG DATE/010110
PR TITLE/XX111111 USE/PLEASURE
DLN/
DCN/X111111 BCO/UNK
LIEN#1 NAME/CREDIT UNION
LSA/234 THAT DR
LCS/MESA
AZ LZP/85000 LIEN DATE/010298
```

Example 5: Coast Guard query by boat name:

```
BQ.AZNLETS20.CG.TXT
BNM/BOAT
```

Example 6: Coast Guard query by Coast Guard Number:

```
BQ.AZNLETS20.CG.TXT
CGN/123456
```

Example 7: Coast Guard full vessel data response:

```

BR.CG0000000
13:00 01/01/2011 01232
13:00 01/01/2011 21233 AZNLETS20
TXT
Name: BOAT
USCG Number: AA0000005
IMO Number: ***
Service: Commercial
Trade Indicator: Commercial
Call Sign: ***
Hull Material: Fiberglass
Shipyard & Address: ***
Hullyard & Address: ***
Length (ft.): 35' 0"
Home Port: ***
Depth: ***
Owner: John Smith, 1234 Any St Phoenix, AZ 85000
Breadth: ***
Gross Tonnage: ***
Net Tonnage: ***
Documentation Issuance Date: January 01, 2010
Documentation Expiration Date: Active
Previous Vessel Names: ***
Previous Vessel Owners: ***
Data obtained from US Coast Guard Website
Powered by Nlets

```

Example 8: Coast Guard vessel list response:

```

BR.CG0000000
13:00 01/01/2011 01123
13:00 01/01/2011 21238 AZNLETS20
TXT
You asked for a vessel with a name or number like BOAT. That selection resulted in
5 matches.Following is a summary of vessels that match your selection criteria. The selections are
sorted by Vessel Name and Coast Guard Documentation Number. Also shown are the year built,
service type, home port, and length in feet.An asterisk (*) means data not available.
Name: BOAT Service: Pleasure Length (ft.): 37' 0" Home Port: ***
Name: BOAT Service: Pleasure Length (ft.): 29' 0" Home Port: ***
Name: BOAT Service: Pleasure Length (ft.): 32' 0" Home Port: ***
Name: BOAT Service: Pleasure Length (ft.): 44' 0" Home Port: ***
Name: BOAT Service: Pleasure Length (ft.): 30' 0" Home Port: ***
Data obtained from US Coast Guard Website
Powered by Nlets

```

## 21. Bulk Cash Transactions (BCQ/BCR)

### 21.1. Overview

The purpose of the Bulk Cash Smuggling transaction is to identify persons and/or vehicles involved in the illicit transportation or smuggling of bulk currency or monetary instruments. The inquiry will provide basic identifying information to the National Bulk Cash Smuggling Center, where analysts and agents will search available Department of Homeland Security law enforcement databases and return positive or negative results based on the information provided.

The response will include information on the following:

- The direction, date, and location of a person's most recent border crossing
- The direction, date, and location of a vehicle's most recent border crossing
- The value, if any, of the currency declaration made, if any, incident to the most recent border crossing
- The existence of an investigative interest in the person and/or vehicle, and the point of contact information for the investigative record holder
- A determination of whether the subject is legally or illegally present in the United States
- Additional remarks relevant to the request, or to any of the above five categories of information

This resource enables access to real-time data to Nlets members responsible for contraband interdiction and enforcement of federal, state, and local financial regulations and related criminal laws. All information obtained via the Nlets system may be used for criminal justice purposes only. Improper use could result in suspension or complete termination of Nlets access.

## 21.2. Examples

Example 1: Bulk cash smuggling query:

```
BCQ.AZNLETS20.AX.TXT
ATN/NLETS_ANALYST.PHN/602-555-1234.NAM/DOE,JOHN.DOB/19900105.SEX/M
```

Example 2: Initial response from AX (Bulk Cash Smuggling Center):

```
AM.AX0000000
10:00 03/01/2010 11235
10:00 03/01/2010 01232 AZNLETS20
TXT
YOUR MESSAGE WAS RECEIVED BY THE HSI NATIONAL BULK CASH SMUGGLING CENTER.
WE WILL PROCESS YOUR INQUIRY AND RETURN A RESPONSE UPON COMPLETION OF
THE DATABASE SEARCHES.

EST 1220.
TEXT OF INQUIRY WAS:
ATN/NLETS_ANALYST.PHN/602-555-1234.NAM/DOE,JOHN.DOB/19900105.SEX/M
END
```

Example 3: Bulk cash smuggling response:

BCR.VTICE1600  
 06:00 01/01/2010 51232  
 06:00 01/01/2010 92341 AZNLETS20  
 THIS IS THE INITIAL RESPONSE TO YOUR QUERY OF THE BULK CASH SMUGGLING CENTER ON THE SUBJECT SUBMITTED. THIS INFORMATION IS FOR LAW ENFORCEMENT ONLY AND IS BEING PROVIDED FOR INFORMATIONAL PURPOSES ONLY. THIS IS NOT SUPPORTED BY FINGERPRINTS. BASED ON THE INFORMATION PROVIDED: NAME/SMITH,JOHN DOB/19501010 THE FOLLOWING RECORDS RELATED TO THIS SUBJECT

\*\*\*\*\*

NAME/SMTIH,JOHN DOB/19501010 POB/IDONTKNOW, IDONTCARE DHS records indicate that this subject's most recent US border crossing was Inbound on Apr 1, 2011 at FOOLSDAY, INPARADISE. DHS records indicate that this vehicle's most recent US border crossing was at Unknown. Currency declared at the time of border crossing? YES If yes, amount declared \$1.00. Subject IS the subject of an ICE record. If yes, record is related to SELF. POC: SA Mike Smith Subject appears to be in the US LEGALLY REMARKS: Persons from IDONTCARE are subject to removal from the US This is a sample response only.

\*\*\*\*\*

THE BULK CASH SMUGGLING CENTER WILL FOLLOW UP WITH THE MESSAGE ORIGINATOR TELEPHONICALLY TO RELAY ANY FURTHER DETAILS ABOUT SUBJECT. ORIGINATOR CAN CONTACT THE BULK CASH WITH QUESTIONS RELATED TO THIS MESSAGE AT 1-866-981-5332. END OF RESPONSE

## 22. Snowmobile Registration Transactions (SQ/SR)

### 22.1. Overview

This section describes how to access out-of-state snowmobile registration information by sending a query through Nlets to a state by snowmobile registration number, snowmobile vehicle identification number, or name and optional date of birth.

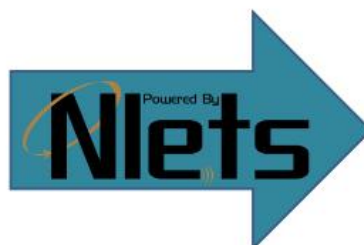
**Note: Inquiries on name may result in multiple hits. A state may choose to return a hit list of names and abbreviated information. A selection and second inquiry would then have to be made. Procedures for making this second inquiry should be stated in the multiple hit response (i.e. "SELECT AND SEND IN REGISTRATION NUMBER").**

To send a snowmobile registration query (SQ), a user must enter the snowmobile registration number, snowmobile VIN or Name and optional date of birth. Positive responses may contain the registration number, expiration date, VIN, owner's name, date of birth, snowmobile color, year built, and power (engine size).

#### Query by Registration

#### Query by VIN

#### Query by Name/DOB



#### Registration Responses

- >Snowmobile Registration Number
- >Expiration Date
- >VIN
- >Owner's Name
- >Owner's DOB
- >Color
- >Year Built
- >Power (engine size)

Users should recognize that although Nlets supports these three types of inquiries, states might not always be able to do so, especially by name and date of birth.

Other possible responses to a query could be NOT ON FILE, TEMPORARILY UNAVAILABLE, USER DOES NOT RESPOND TO MESSAGE TYPE – Nlets WILL NOT FORWARD TO XX (where XX = 2-character state code).

## **22.2. Query Requirements**

Each registration query (SQ) can be sent to up to five state codes.

All inquiries are in a fixed format.

## **22.3. Query Notes**

If a state wishes to request registration information it should, without exception, utilize the Nlets query formats. Usage should not be contingent on whether a destination state has an automated database online.

Administrative messages should not be used in place of Nlets snowmobile registration query formats unless there is additional information required that was not included in the reply.

## **22.4. Query help**

To obtain explanatory or supplementary information on a state's snowmobile registration file, a user may send an Administrative Message to "xxSNOW000" where xx = 2-character state code.

A user also may determine who is providing automated responses to SQ queries and has HELP files by sending an Administrative Message to "xxBASHELP" where xx = 2-character state code.

## **22.5. Examples**

Example 1: Snowmobile registration query by plate:

```
SQ.AZNLETS20.AZ.TXT  
REG/123ABC
```

Example 2: Snowmobile registration query by VIN:

```
SQ.AZNLETS20.AZ.TXT  
VIN/1A1AA1AAAA111111
```

Example 3: Snowmobile registration by owner name:

```
SQ.AZNLETS20.AZ.TXT  
NAM/JOHN,SMITH.DOB/19500101
```



Example 4: Snowmobile registration response:

```

SR.AZDNR0000
14:11 10/27/2011 05477
14:11 10/27/2011 02001 AZNLETS20
TXT
LIC/123ABC
ARIZONA DNR 10-27-2011 4.11.47
-ATV REGISTRATION-      -DESCRIPTION-
Registration No AA1111AA  Make Name HONDA
Received Date //        Model Year 1990
Status EXPIRED          Serial Number AA1AA1111AA111111
LE Status                Wheels 0
-DECALS-                 Weight 0
Public Decal 111111      Exp Yr 1995      Engine Disp(CC) 70
Private Decal            Purchase Date 01/01/1900
Agricultural Decal       County Kept MARICOPA
Municipal Decal   Exp Yr  Serial No Verified
-OWNER-
DOB 01/01/1950
Name SMITH, JOHN
Street 1234 ANY STREET
City PHOENIX
State AZ
Zip 85000
County MARICOPA

```

## 23. Hazardous Material File (MQ/MR)

### 23.1. Overview

The purpose of this application is to provide Nlets users with online information on hazardous materials.

The inquiry will be made on a four digit internationally recognized code called a “UN Number.” This number, normally found on a placard on the vehicle, will relate directly to the hazardous material therein.

The response will indicate a variety of information including:

- Chemical name
- Personal safety precautions
- General handling procedures
- Disposal methods
- Degree of hazard to public health
- Availability of countermeasure materials

The database will be housed and maintained by the Nlets system in Phoenix, AZ. The base file and updates will be provided to Nlets by the Department of Transportation and, with a few minor exceptions, will mirror the Department of Transportation’s Emergency Response Guide.

Although CHEMTREC does not have a direct link in this process, every response from Nlets will direct the user to contact CHEMTREC at 800-424-9300 if an actual emergency exists. CHEMTREC can provide one-on-one contact and may have additional and/or more detailed information on the chemical in question.

### ***23.2. Query Requirements***

Destination address MUST ALWAYS be the 2-character code “NL.”

Queries by chemical name and rail car ID are currently not supported.

### ***23.3. Hazardous Material Information Guide***

The following information is provided by Nlets from data supplied by the U.S. Department of Transportation, Office of Hazardous Materials Transportation:

<b>ERG GUIDE NUMBER: 27</b>
<b>FIRE OR EXPLOSION:</b>
<ul style="list-style-type: none"> <li>● FLAMMABLE/COMBUSTIBLE MATERIAL MAY BE IGNITED BY HEAT, SPARKS OR FLAMES.</li> <li>● VAPORS MAY TRAVEL TO A SOURCE OF IGNITION AND FLASH BACK.</li> <li>● CONTAINER MAY EXPLODE IN HEAT OF FIRE.</li> <li>● VAPOR EXPLOSION HAZARD INDOORS, OUTDOORS OR IN SEWERS.</li> <li>● RUNOFF TO SEWER MAY CREATE FIRE OR EXPLOSION HAZARD.</li> </ul>
<b>HEALTH HAZARDS:</b>
<ul style="list-style-type: none"> <li>● MAY BE POISONOUS IF INHALED OR ABSORBED THROUGH SKIN.</li> <li>● VAPORS MAY CAUSE DIZZINESS OR SUFFOCATION.</li> <li>● CONTACT MAY IRRITATE OR BURN SKIN AND EYES.</li> <li>● FIRE MAY PRODUCE IRRITATING OR POISONOUS GASES.</li> <li>● RUNOFF FROM FIRE CONTROL OR DILUTION WATER MAY CAUSE POLLUTION.</li> </ul>
<b>EMERGENCY ACTION:</b>
<ul style="list-style-type: none"> <li>● KEEP UNNECESSARY PEOPLE AWAY:</li> <li>● ISOLATE HAZARD AREA AND DENY ENTRY.</li> <li>● STAY UPWIND:</li> <li>● KEEP OUT OF LOW AREAS.</li> <li>● WEAR SELF-CONTAINED (POSITIVE PRESSURE IF AVAILABLE) BREATHING APPARATUS AND FULL PROTECTIVE CLOTHING.</li> <li>● ISOLATE FOR 1/2 MILE IN ALL DIRECTIONS IF TANK CAR OR TRUCK IS INVOLVED IN FIRE.</li> <li>● FOR EMERGENCY ASSISTANCE CALL CHEMTREC (800) 424-9300.</li> <li>● IF WATER POLLUTION OCCURS, NOTIFY APPROPRIATE AUTHORITIES.</li> </ul>
<b>FIRE:</b>
<ul style="list-style-type: none"> <li>● SMALL FIRES: DRY CHEMICAL, CO<sub>2</sub>, WATER SPRAY OR FOAM.</li> <li>● LARGE FIRES: WATER SPRAY, FOG OR FOAM.</li> <li>● MOVE CONTAINER FROM FIRE AREA IF YOU CAN DO IT WITHOUT RISK.</li> <li>● COOL CONTAINERS THAT ARE EXPOSED TO FLAMES WITH WATER FROM THE SIDE UNTIL WELL AFTER FIRE IS OUT.</li> <li>● FOR MASSIVE FIRE IN CARGO AREA, USE UNMANNED HOSE HOLDER OR MONITOR NOZZLES; IF THIS IS IMPOSSIBLE, WITHDRAW FROM AREA AND LET FIRE BURN.</li> <li>● WITHDRAW IMMEDIATELY IN CASE OF RISING SOUND FROM VENTING SAFETY DEVICE OR ANY DISCOLORATION OF TANK DUE TO FIRE.</li> </ul>
<b>SPILL OR LEAK:</b>
<ul style="list-style-type: none"> <li>● SHUT OFF IGNITION SOURCES: NO FLARES, SMOKING OR FLAMES IN HAZARD AREA.</li> <li>● STOP LEAK IF YOU CAN DO IT WITHOUT RISK.</li> <li>● USE WATER SPRAY TO REDUCE VAPORS.</li> <li>● SMALL SPILLS: TAKE UP WITH SAND OR OTHER NONCOMBUSTIBLE ABSORBENT MATERIAL AND PLACE INTO CONTAINERS FOR LATER DISPOSAL.</li> <li>● LARGE SPILLS: DIKE FAR AHEAD OF SPILL FOR LATER DISPOSAL.</li> </ul>
<b>FIRST AID:</b>
<ul style="list-style-type: none"> <li>● MOVE VICTIM TO FRESH AIR: CALL EMERGENCY MEDICAL CARE.</li> <li>● IF NOT BREATHING, GIVE ARTIFICIAL RESPIRATION.</li> <li>● IF BREATHING IS DIFFICULT, GIVE OXYGEN.</li> <li>● IN CASE OF CONTACT WITH MATERIAL, IMMEDIATELY FLUSH EYES WITH RUNNING WATER FOR AT LEAST 15 MINUTES. WASH SKIN WITH SOAP AND WATER. REMOVE AND ISOLATE CONTAMINATED CLOTHING AND SHOES AT THE SITE.</li> </ul>

### 23.4. Examples

Example 1: Hazardous material query by United Nations Number:

**MQ.AZNLETS20.NL.TXT  
UNN/1234**

Example 2: Hazardous material response based on the United Nations Number:

**MR.NL00000000  
11:05 10/28/2011 00453  
11:05 10/28/2011 02046 AZNLETS20  
TXT  
Powered by NLETS**

**UN: 1234  
Name: Methylal  
NAERG Page: 127  
GUIDE 127  
FLAMMABLE LIQUIDS (Polar / Water-Miscible)  
POTENTIAL HAZARDS  
FIRE OR EXPLOSION**

- **HIGHLY FLAMMABLE:** Will be easily ignited by heat, sparks or flames.
- Vapors may form explosive mixtures with air.
- Vapors may travel to source of ignition and flash back.
- Most vapors are heavier than air. They will spread along ground and collect in low or confined areas (sewers, basements, tanks).
- Vapor explosion hazard indoors, outdoors or in sewers.
- Those substances designated with a "P" may polymerize explosively when heated or involved in a fire.
- Runoff to sewer may create fire or explosion hazard.
- Containers may explode when heated.
- Many liquids are lighter than water.

**HEALTH**

- Inhalation or contact with material may irritate or burn skin and eyes.
- Fire may produce irritating, corrosive and/or toxic gases.
- Vapors may cause dizziness or suffocation.
- Runoff from fire control may cause pollution.

**PUBLIC SAFETY**

- **CALL** Emergency Response Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer, refer to appropriate telephone number listed on the inside back cover.
- As an immediate precautionary measure, isolate spill or leak area for at least 50 meters (150 feet) in all directions.
- Keep unauthorized personnel away.
- Stay upwind.
- Keep out of low areas.
- Ventilate closed spaces before entering.

Response continued on next page:

**PROTECTIVE CLOTHING**

- Wear positive pressure self-contained breathing apparatus (SCBA).
- Structural firefighters' protective clothing will only provide limited protection.

**EVACUATION****Large Spill**

- Consider initial downwind evacuation for at least 300 meters (1000 feet).

**Fire**

- If tank, rail car or tank truck is involved in a fire, ISOLATE for 800 meters (1/2 mile) in all directions; also, consider initial evacuation for 800 meters (1/2 mile) in all directions.

**EMERGENCY RESPONSE****FIRE**

**CAUTION:** All these products have a very low flash point: Use of water spray when fighting fire may be inefficient.

**Small Fires**

- Dry chemical, CO<sub>2</sub>, water spray or alcohol-resistant foam.

**Large Fires**

- Water spray, fog or alcohol-resistant foam.
- Use water spray or fog; do not use straight streams.
- Move containers from fire area if you can do it without risk.

**Fire Involving Tanks or Car/Trailer Loads**

- Fight fire from maximum distance or use unmanned hose holders or monitor nozzles.
- Cool containers with flooding quantities of water until well after fire is out.
- Withdraw immediately in case of rising sound from venting safety devices or discoloration of tank.
- ALWAYS stay away from tanks engulfed in fire.
- For massive fire, use unmanned hose holders or monitor nozzles; if this is impossible, withdraw from area and let fire burn.

**SPILL OR LEAK**

- ELIMINATE all ignition sources (no smoking, flares, sparks or flames in immediate area).
- All equipment used when handling the product must be grounded.
- Do not touch or walk through spilled material.
- Stop leak if you can do it without risk.
- Prevent entry into waterways, sewers, basements or confined areas.
- A vapor suppressing foam may be used to reduce vapors.
- Absorb or cover with dry earth, sand or other non-combustible material and transfer to containers.
- Use clean non-sparking tools to collect absorbed material.

**Large Spills**

- Dike far ahead of liquid spill for later disposal.
- Water spray may reduce vapor; but may not prevent ignition in closed spaces.

**FIRST AID**

- Move victim to fresh air.
- Call 911 or emergency medical service.
- Give artificial respiration if victim is not breathing.
- Administer oxygen if breathing is difficult.
- Remove and isolate contaminated clothing and shoes.
- In case of contact with substance, immediately flush skin or eyes with running water for at least 20 minutes.
- Wash skin with soap and water.
- In case of burns, immediately cool affected skin for as long as possible with cold water. Do not remove clothing if adhering to skin.
- Keep victim warm and quiet.
- Ensure that medical personnel are aware of the material(s) involved and take precautions to protect themselves.

If an emergency exists, contact CHEMTREC at (800) 424-9300

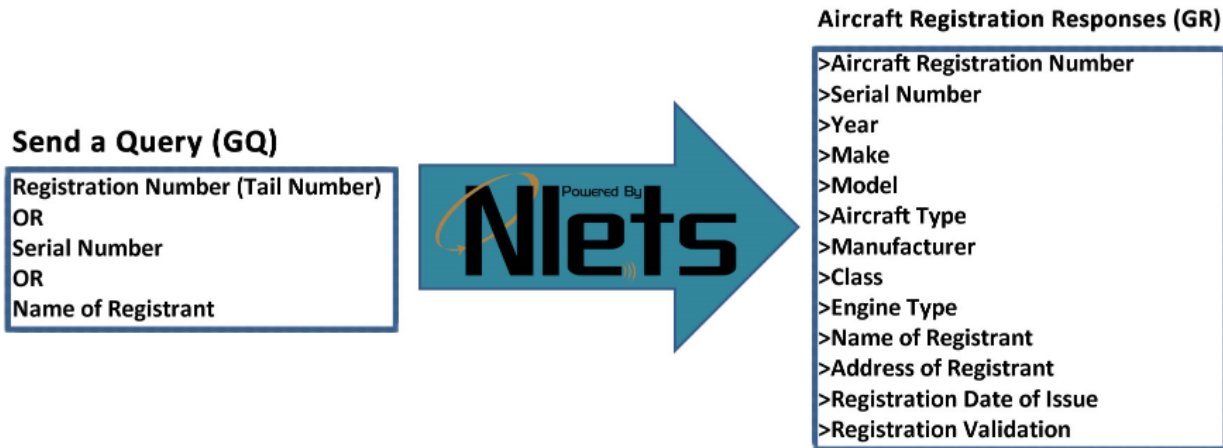
## 24. FAA/TECS Aircraft Registration System (ACRS) (GQ/GR)

### 24.1. Overview

The Aircraft Registration System (ACRS) is an online inquiry capability that provides information to Nlets users about commercial and private aircraft registered with the FAA.

Nlets will run the query against the publicly available website [http://registry.faa.gov/aircraftinquiry/NNum\\_Inquiry.aspx](http://registry.faa.gov/aircraftinquiry/NNum_Inquiry.aspx). Aircraft registration data is provided and maintained by the Treasury Enforcement Communications System (TECS).

An agency may request an aircraft registration by sending an inquiry message (GQ) through Nlets to TECS. Information may be requested by three different identifiers: registration number (tail number), serial number (VIN), or name of registrant.



### 24.2. Query Requirements

A single 2-character address "FA" is used for all aircraft registration queries (GQ).

### 24.3. Query Notes

Queries may generate hit lists of up to 50 matches.

Names are queried using last, first, and middle initial, while business names are queried with spaces between each name.

All name queries are soundexed with the exact matches being at the top of the hit list.

Upon receipt of the hit list of abbreviated information on each aircraft, the user must enter another query using the registration number that is displayed on each hit list entry.

### 24.4. Examples

Example 1: An aircraft registration query by registration number:

**GQ.AZNLETS20.FA.TXT  
ATN/NLETS\_ANALYST.REG/123456**

Example 2: An aircraft registration query by serial number:

**GQ.AZNLETS20.FA.TXT  
ATN/NLETS\_ANALYST.SER/AAA-11**

Example 3: An aircraft registration query by owner name:

**GQ.AZNLETS20.FA.TXT  
ATN/NLETS\_ANALYST.NAM/SMITH, JOHN**

Example 4: An aircraft registration response from the FAA:

**GR.FA0000000  
12:55 10/27/2011 01802  
12:55 10/27/2011 29076 AZNLETS20  
TXT  
Aircraft Description: N111XX is Assigned  
Serial Number : AAA-11  
Type Registration : Individual  
Manufacturer Name : WITTER  
Certificate Issue Date : 01/01/1980  
Model : WITTER BOBCAT  
Status : Status  
Type Aircraft : Fixed Wing Single-Engine  
Pending Number Change : None  
Dealer : No  
Date Change Authorized : None  
Mode S Code : 1111111  
MFR Year : None  
Fractional Owner : NO  
Registered OwnerName : SMITH JOHN  
Street : 1234 ANY STREET  
City : PHOENIX  
State : ARIZONA  
County : MARICOPA  
Zip : 85000  
AirworthinessEngine Manufacturer : NONE  
Classification : Unknown  
Engine Model : NONE  
Category : None  
A/W Date : None  
Other Owner NamesTemporary CertificateFuel Modifications**

## **25. Commercial Vehicle Information (ACQ/ACR, AVQ/AVR, DQ/DR)**

### **25.1. Overview**

This section describes how to access the Performance and Registration Information Systems Management File (PRISM). This system provides Nlets users with access to safety information on motor carriers and the vehicles that are assigned to those motor carriers.

Nlets users can access the PRISM Target File through an Nlets carrier status query (ACQ) or an Nlets vehicle status query (AVQ) to destination "FM."

Nlets user can access the FMCSA database by sending a driver license query (DQ) to destination "CL."

Users can also access the SaferSys database by sending an Nlets carrier status query (ACQ) to destination "CL."

### **25.2. PRISM Background**

The Federal Motor Carrier Safety Administration (FMCSA) of the U.S. Department of Transportation has developed the SAFER and PRISM systems. Each of the PRISM states receives a copy of the U.S. Department of Transportation's Motor Carrier Management Information System (MCMIS) Census File from the SAFER system of the PRISM census file that is a subset of the MCMIS census file from the PRISM system.

These files contain information on all motor carriers who have been assigned a U.S. Department of Transportation Number (DOT Number).

One of the information items is a Motor Carrier Safety Improvement Process (MCSIP) rating, which is a 2-character code. The MCSIP step indicates a motor carrier's safety status.

PRISM states using PRISM files can download daily updates to the MCMIS census file. PRISM states also have the option of using a SAFER process named CVIEW (Commercial Vehicle Exchange Window) that provides daily carrier and IRP vehicle registration updates.

For those states using PRISM files, the PRISM central site extracts motor carrier information for all motor carriers that are placed in the MCSIP. This PRISM carrier file is available for daily downloading from the PRISM central site. The PRISM state must then scan their IRP vehicle registration records for all vehicles assigned for safety to a MCSIP carrier and transmit the PRISM vehicle file to the PRISM central site each night.

PRISM states using CVIEW will receive daily updates on carrier and IRP vehicle registration records and will provide updates on a daily basis to SAFER for all IRP vehicle registration changes.

The PRISM target file data, along with the CVIEW vehicle data, are used to create the daily PRISM target file.

### **25.3. FMCSA Background**

The Federal Motor Carrier Safety Administration has provided their Commercial Driver License Information System (CDLIS) to Nlets users. CDLIS supports the issuance of commercial driver licenses (CDLs) by the jurisdiction, and assists jurisdictions in meeting the goals of the basic tenet that each driver, nationwide, has only one driver license and one record.



CDLIS has operated in all 51 U.S. jurisdictions (50 states and the District of Columbia) since 1992. CDLIS consists of a central site and nodes at the Motor Vehicle Agencies (MVAs) of the 51 jurisdictions. The central site houses identification data about each commercial driver registered in the jurisdiction, such as name, date of birth, social security number, state driver license number, AKA information, and current state of record.

This information constitutes a driver's unique CDLIS Master Point Record (MPR). Each MVA houses detailed information about each driver for which it is the state of record. This detailed information, called the driver history, includes identification information, license information, and a history of convictions and withdrawals.

Up until now, motor carrier safety officers and other law enforcement personnel seeking commercial driver license information were required to query CDLIS through a web application provided by FMCSA. While this application is robust, it is generally accessed through a mobile data terminal equipped with a wireless cellular air card. These devices have proved to be costly; therefore, the service has not been available to all who need it.

Nlets and the FMCSA have been working together to provide a solution that allows access by all Nlets users via their existing Nlets connections. Utilizing the existing Nlets driver license query (DQ), all authorized Nlets users may query the central CDLIS database.

#### **25.4. SaferSys**

In 2012 Nlets added the additional capability to query licensing and insurance data contained in the vehicle search, available at <http://www.safersys.org>. The capability benefits state users who currently have to disconnect from their trusted law enforcement networks in order to browse the web for resources, such as those available on the SaferSys site referenced above. After thorough review of the SaferSys site, the Nlets technical teams built a web scrape service capable of querying this data via the existing ACQ message key over the secure Nlets network.

#### **25.5. Carrier Status Query/Response (ACQ/ACR)**

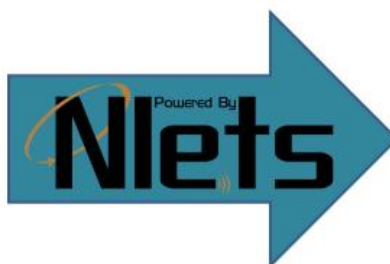
This section provides an overview and details regarding the carrier status query and response.

##### **25.5.1. Overview**

An agency may request carrier information by sending the carrier status query (ACQ) to the PRISM central site target file where the information is stored.

### Send a Carrier Status Query (ACQ)

US Department of Transportation  
Number



### Carrier Status Response (ACR)

- >Name of Carrier
- >Doing Business As
- >Address
- >Carrier File Date
- >Carrier Target Date
- >Date of Target/History Indicator
- >MCSIP Step
- >MCSIP Date
- >SAFESTAT Score and Date
- >Taxpayer ID Type
- >Taxpayer ID Number
- >Date of Last MCMIS Update
- >User ID of Last MCMIS Update

## 25.5.2. Query Requirements

Carrier status queries are sent to the 2-character destination code "FM."

## 25.6. Vehicle Status Query/Response (AVQ/AVR)

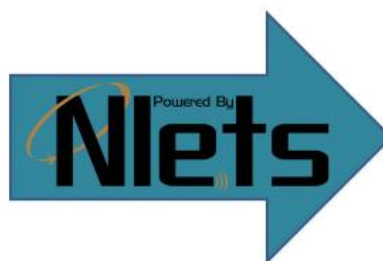
This section provides an overview and details regarding the vehicle status query and vehicle status response.

### 25.6.1. Overview

An agency may request vehicle information by sending the Nlets vehicle status query (AVQ) to the PRISM central site target file. Information may be requested by vehicle identification number (VIN) or by license plate number and license state. The PRISM target file will route the response back to the requestor.

### Vehicle Status Query (AVQ)

Vehicle Identification Number (VIN)  
OR  
License Plate Number (LIC)  
License State (LIS)



### Vehicle Response (AVR)

- >Name of Carrier
- >Doing Business As (DBA)
- >Address
- >Carrier File Date
- >Carrier Target Date
- >Date of Target/History Indicator
- >MCSIP Step/Date
- >SAFESTAT Score/Date
- >Taxpayer ID Type/Number
- >Date of Last MCMIS Update
- >User ID of Last MCMIS Update
- >Vehicle Make/Year/VIN
- >License Plate Number
- >State Code of Registration Jurisdiction
- >Registration Effective Date
- >Registration Expiration Date
- >Vehicle File Create Date
- >Vehicle Target/History Indicator/Date

## 25.7. Examples

Example 1: Carrier status query by DOT number:

```
ACQ.AZNLETS20.CL.TXT
DOT/111111
```

Example 2: Vehicle status query by license plate and license state:

```
AVQ.AZNLETS20.FM.TXT
LIC/AAA1111.LIS/AZ
```

Example 3: Vehicle status query by VIN:

```
AVQ.AZNLETS20.FM.TXT
VIN/1AAAA11A11A111111
```

Example 4: Carrier status response:

```
ACR.FMLIC0000
10:55 11/17/2011 98034
10:55 11/17/2011 99228 AZNLETS20
TXT

CARRIER IS TARGETED FOR INSPECTION.
DOT/01111111.
NAM/ACME INC.
DBA/ .
ADR/1234 ANY STREET.
CITY/PHOENIX.ST/AZ.ZIP/85000
CAR TARG-IND/T.MCSIP STEP/11.MCSIP
DATE/20000101.
PAGE/01 OF/01
```

Example 5: Vehicle status response:

```
AVR.FMLIC0000
10:37 11/17/2011 98908
10:37 11/17/2011 09518 AZNLETS20
TXT

CARRIER IS TARGETED FOR INSPECTION.
DOT/01111111.
NAM/TRUCKING INC.
DBA/ .
ADR/1234 ANY STREET.
CITY/PHOENIX.ST/AZ.ZIP/85000
CAR TARG-IND/T.MCSIP STEP/11.MCSIP DATE/20000101.
VMA/ KEN.VYR/1990.VIN/1XXXX1X1XX111111.
LIC/AAA1111.LIS/AZ.REG EFF DATE/20010101.REG EXP DATE/20120101.
VEH TARG-HIST IND/T.
PAGE/01 OF/01
```

Example 6: A commercial query to CDLIS:

```
DQ.AZNLETS20.CL.TXT
OLN/111111111.OLS/AZ
```

Example 7: A commercial response from CDLIS:

```
DR.CLLIC0000
10:00 01/01/2010 41235
10:00 01/01/2010 01236 AZNLETS20
TXT
Query data:
OLN/A11111111.
NAME: JOHN SMITH
RESIDENCE ADDRESS: 1234 ANY ST; PHOENIX,AZ 85000
COUNTRY: United States
DATE OF BIRTH: 1950-01-01
SSN: XXXXX1111
HEIGHT: 550
WEIGHT: 220
EYE COLOR: BLUE
GENDER: MALE
*** DRIVER LICENSE DETAILS ***
DRIVER AUTHORIZATION ID: A11111111
JURISDICTION AUTHORITY CODE: AZ
DRIVER ENDORSEMENT: NONE
ISSUE DATE: 2009-01-01
EXPIRATION DATE: 2014-01-01
DRIVER LICENSE PERMIT QUANTITY: 0
DRIVER LICENSE COMMERCIAL CLASS CODE: A
DRIVER LICENSE NON-COMMERCIAL CLASS: CM
DRIVER LICENSE COMMERCIAL STATUS: LICENSED
DRIVER LICENSE NON-COMMERCIAL STATUS: LICENSED
*** ADDITIONAL INFORMATION ***
FIELD NAME: DriverStateAKA 1
FIELD VALUE: AZ
*** ADDITIONAL INFORMATION ***
FIELD NAME: DriverLicenseAKA 1
FIELD VALUE: 11111111
```

## 26. National Insurance Crime Bureau and National Vehicle Services

### 26.1. Overview

This section describes how agencies may utilize the resources for Insurance Crime and Lien Query as well as response message formats following a description of the NICB services.

### 26.2. Background of NICB

The National Insurance Crime Bureau (NICB), formerly NATB, is a crime prevention organization assisting law enforcement in the prevention, detection, and prosecution of the financial crimes of theft, fraud, and arson relating to personal property.

NICB maintains divisional offices in Atlanta, Chicago, Dallas, New York City, and Los Angeles. Branch offices are located in Boston, Detroit, and Houston. Each office can be reached directly via Nlets. The Eastern and Western division offices are open 24 hours a day, 7 days a week for urgent inquiries.

NICB resources include a staff of strategically located special agents available to assist law enforcement in matters related to theft, fraud, and arson.

- Each special agent is always on call to provide assistance to law enforcement in the identification of vehicles under investigations.
- Special agents are highly qualified investigators and experts in identifying vehicles on which identifying numbers have been removed, changed, altered, or obliterated.
- Special agents participate in training programs for law enforcement officers charged with the responsibility of theft, fraud, and arson investigations.

NICB publishes manuals and software for assisting law enforcement in the investigation of the financial crimes of theft, fraud, and arson.

VINASSIST is a personal computer-based software package that assists users in detecting and correcting VIN errors. Once a VIN has been corrected with VINASSIST, checking NICBs assembly and shipping records can verify it for accuracy. VINASSIST is available free of charge for direct requests via Nlets to NICBs Information Systems Division.

NICB manuals include the following:

Manual	Description
<b>Passenger Vehicle Identification Manual</b>	<b>Furnishes identification techniques for motor vehicles, engines, and transmissions, in addition to a brief summary of vehicle and marine laws and regulations.</b>
<b>Commercial Vehicle Identification Manual</b>	<b>Covers truck tractors, light-duty trucks, diesel engines, commercial trailer, recreational vehicles, farm, construction, and off-road equipment.</b>
<b>VIN Location Pocket Guide</b>	<b>A quick reference to be carried by field personnel.</b>
<b>NICB Annual Report</b>	<b>Monitors trends in vehicle theft and fraud.</b>

Each publication is free of charge to law enforcement agencies. For more information, direct your request via Nlets to your local NICB region office or contact:

**Dan Abbott**  
**National Insurance Crime Bureau**  
**Phone: (708) 237-4410**  
**Fax: (708) 430-2446**  
**E-mail: dabbott@nicb.org**  
**ORI: ILNATBC00**

NICB maintains a rapidly expanding national and international index of more than 250 million records related to vehicles including manufacturer's shipping and assembly, vehicles imported and exported, thefts, impounds, salvage, auction, pre-inspection, vehicle claim, rental, theft and theft recovery, and NCIC/CPIC cancels.

To track a motor vehicle's complete life cycle from birth to death, the database is designed to include vehicle liability, physical damage, and related homeowner claims. NICB files include data on passenger vehicles, multi-purpose vehicles, trucks, trailers, motorcycles, snowmobiles, construction and farm equipment, boats, and uniquely identifiable parts.

### ***26.3. Background of National Vehicle Service (NVS)***

NVS is an Illinois not-for-profit 501(c)(4) tax exempt corporation that is the only world-wide organization providing unique vehicle related theft/fraud and vehicle related data and technological assistance free to the law enforcement community. For a reasonable fee they also provide assistance to vehicle finance, insurance and rental car companies.

NVS also offer vehicle impound, lien, online auction (eBay), OCRA (Mexican stolens), private LPR, and Junk/Salvage data at no cost to law enforcement agencies.

The main contact for NVS is James Spiller, President & CEO, [js.spiller@att.net](mailto:js.spiller@att.net) 219-730-9945.

**NVS contact information:**  
**email: [n.v.s@att.net](mailto:n.v.s@att.net)**  
**Phone: 708-429-0123**  
**Web Address: [www.nvslens.org](http://www.nvslens.org)**

### ***26.4. NICB and NCIC Stolen Vehicle Entries***

NICB has a mirror image of NCICs stolen vehicle file. Every stolen vehicle entered on NCIC will be passed to NICB by NCIC. NICB will enter the record on their file and interrogate Impound (last 60 days entries), Export, Auction, and International Index files.

If a VIN match is made, the following message will be forwarded via Nlets Administrative Message to the entering agency:

**THIS IS TO NOTIFY YOU THAT THE VEHICLE YOU ENTERED INTO NCIC,  
VIN/12345671234567890, IS IN THE NICB DATABASE. BELOW IS THE NICB RELATED VEHICLE  
RECORD. THIS MAY ASSIST YOU WITH ANY FOLLOW UP INVESTIGATION.  
(followed by matching NICB record)**

## 26.5. NICB Query/Response

NICB provides automated access to twelve different files:

<b>Impound file</b>	<b>Pre-Inspection File</b>
<b>Export File</b>	<b>Vehicle Claim File</b>
<b>Manufacturer's Shipping File</b>	<b>Rental File</b>
<b>Salvage File</b>	<b>Theft File</b>
<b>International Index File</b>	<b>Theft (recovery) File</b>
<b>Auction File</b>	<b>NCIC/CPIC Canceled File</b>

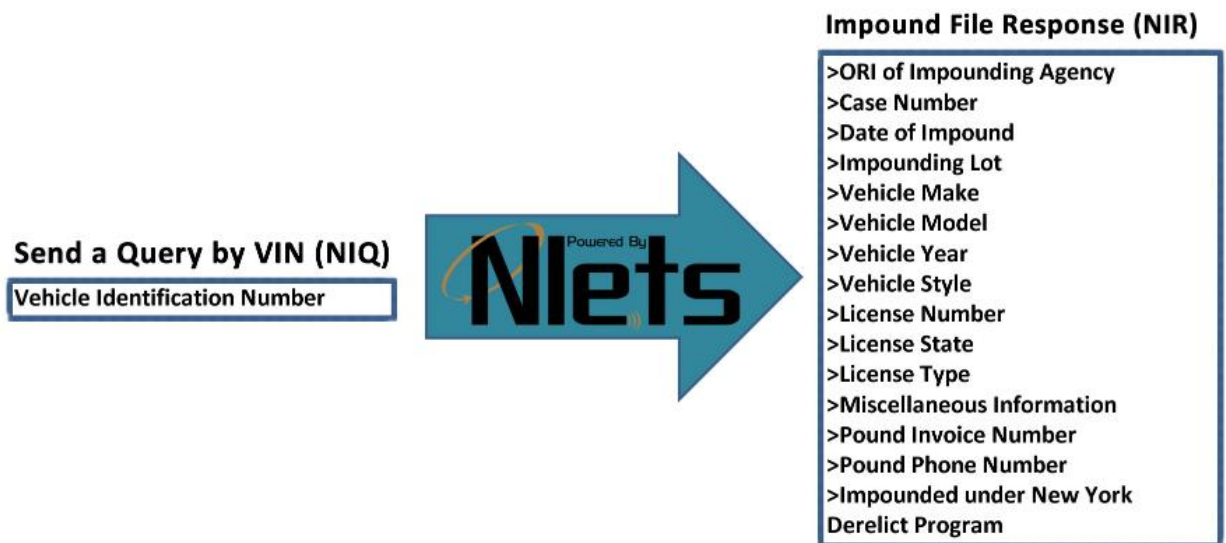
These files may be accessed via two distinct types of inquiries:

One will access only the Impound and Export files (NIQ) and the other will access the other ten files listed above (NAQ).

### 26.5.1. Impound/Export File Query (NIQ)

This transaction interrogates the NICB Impound and Export files only.

Impound responses indicate that the vehicle has been impounded but does not tell whether or not the vehicle was claimed or remains on the lot.



An Export File response indicates that a vehicle has been exported out of the country but it does not indicate if the vehicle has been returned to the country.



### 26.5.2. Query Requirements

Destination ORI for NICB queries is "NA."

Impound records will only be returned on an NIQ if the date of the impound is less than 60 days from the date of the inquiry.

Access to these files is for investigative purposes only.

If no information is found on any of the twelve NICB files the following message will be displayed: NO RECORD NICB.

## 26.6. All Files Inquiry (NAQ)

This transaction interrogates all available NICB, NVS, MVFCB, and OCRA (Mexican stolens) files with one exception:

If only a partial VIN is available the user may submit the last eight characters of the VIN. In order to identify the VIN as partial to NICB the user **MUST** preface the partial VIN by the word "PARTIAL."

For example, a partial VIN with the year 1990 would look like this:

VIN/PARTIAL24657490 – Note that there is no space or separator between the word "PARTIAL" and the eight character VIN.

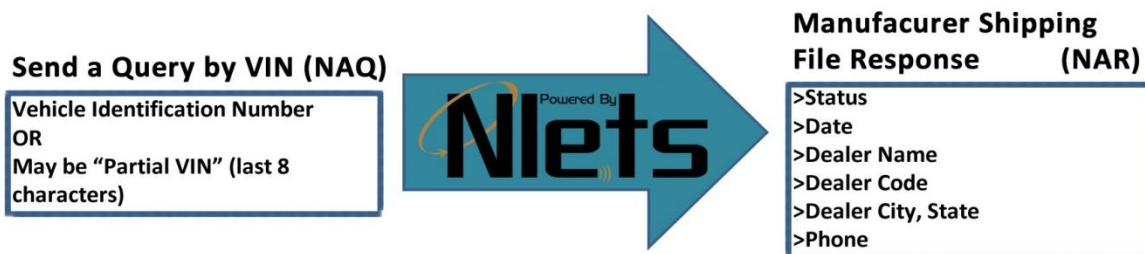
When a partial VIN search is requested, only the Manufacturer's Shipping File will be searched.

The possible queries/responses are described below. If NICB has no information for a particular field, the field header will not appear on the response.

### 26.6.1. Manufacturer's Shipping File Query/Response (NAQ/NAR)

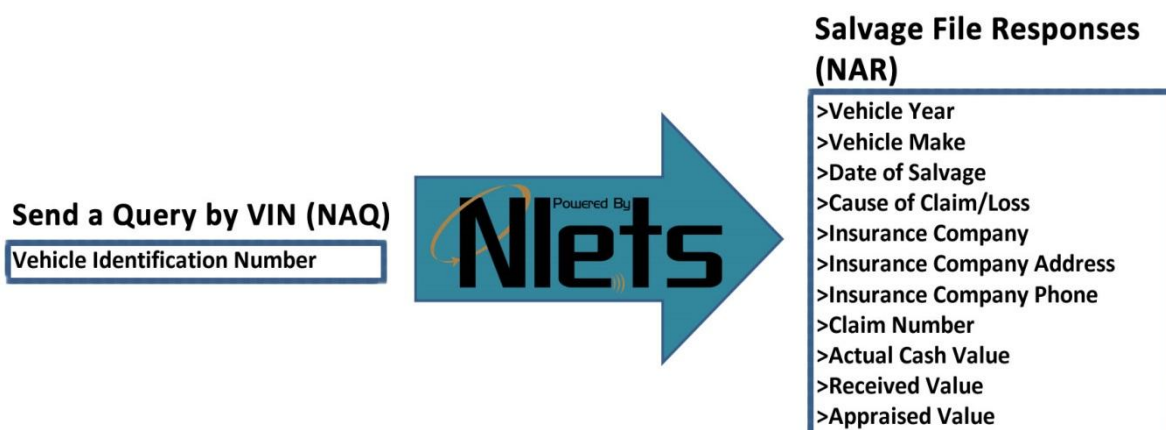
Shipping responses indicate to whom, when, and where a vehicle has been shipped.





### 26.6.2. Salvage File Query/Response (NAQ/NAR)

Salvage responses indicate that the vehicle has been damaged (cause of loss) and what the cash value was of the vehicle prior to the loss, the received value, and the appraised value.



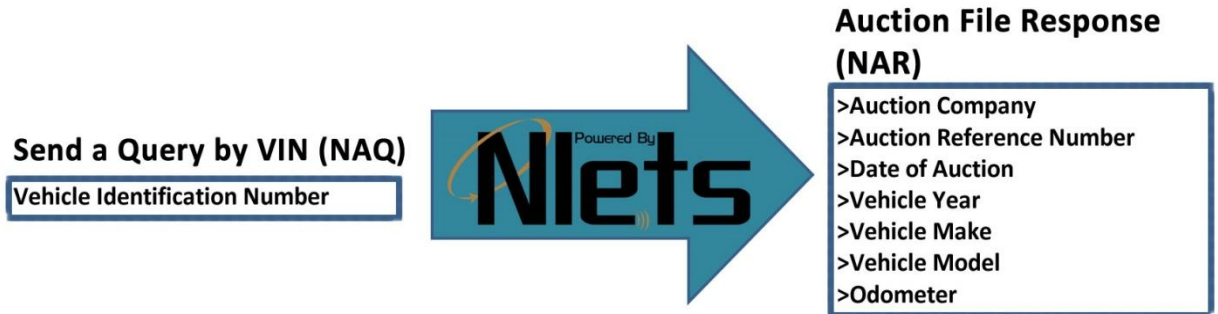
### 26.6.3. International Index Salvage Query/Response (NAQ/NAR)

NICB maintains records of stolen or salvaged vehicles for Canada, Germany, France, and Sweden. NAQ inquiries will check this index and return any hits. Users should contact NICB if a hit is obtained on these records.



#### 26.6.4. Auction File Query/Response (NAQ/NAR)

Auction responses include those records that are processed through auction houses prior to the sale and sent to NICB.



#### 26.6.5. Pre-Inspection File Query/Response (NAQ/NAR)

Pre-inspection responses occur when vehicles are run through an authorized inspection center in several states and pictures are taken of the vehicle including the VIN plate. The photos are then sent to a specific company for examination and then run through the NICB's VINASSIST program. If they do not pass this edit, these records are put into the NICB system.



#### 26.6.6. Vehicle Claims File Query/Response (NAQ/NAR)

Vehicle claim responses contain information on physical damage to a vehicle. After the insurance adjuster or appraiser files his/her report, he/she sends a copy to a vendor used specifically for physical damage estimates. They in turn process the claim and forward it to NICB. By doing this, it will raise a red flag to the appraiser if a claim has been duplicated.

#### 26.6.7. Rental File Query/Response (NAQ/NAR)

Several rental car agencies provide and maintain a complete inventory on the NICB system. When an impound or export is processed, it is automatically checked against this file. To qualify for entry on the NICB file, the vehicle must be added to a fleet, missing, never returned, located, or taken out of a fleet.



#### 26.6.8. NICB Theft Record/Recovery Query/Response (NAQ/NAR)

NICB receives approximately 400,000 theft records from its member agencies. While NCIC and CPIC active thefts are not available to law enforcement through NICB, member company thefts, both active and inactive, are displayed when querying NICB by VIN. This allows an agency to deal directly with the member company when appropriate.

The recovery information mirrors the theft record except that vehicle recovery information is also displayed.



#### 26.6.9. NCIC/CPIC Canceled Record Query/Response (NAQ/NAR)

NICB maintains NCIC canceled records online dating back to 1972. Rather than asking for an off-line search of NCIC records, a query to NICB provides an immediate response.

Canadian Police Information Centre (CPIC) canceled records date back to 1996. Both NCIC and CPIC have authorized the release of canceled records by NICB.

### 26.7. *NICB Impound Program Add, Modify, Cancel*

States may enter impound records into the NICB Impound File via Nlets.

At NICB, in addition to being added to their impound file, the VIN will also be compared to the NICB theft file. If a matching record is found, the hit is forwarded to the proper NICB division for processing. The entering agency will be contacted.

All new thefts are also checked against the impound file when entered. The impound records will be maintained and returned by NICB for a period of 60 days from the date received.

There may be occasions where the VIN does not pass the NICB edits. In these cases quality control at NICB will review these and attempt to correct them. They will notify the sender of any corrections to the VIN. Moreover, if they are not able to correct them the entering agency will be notified.

States also have the capability to cancel or modify their existing record. The modification transaction is normally used if a mistake was made in the entry process. The cancel transaction is used when the agency wishes to remove the record from the impound file.

#### **26.7.1. Add Impound Record (NEI)**

This transaction adds a record to the NICB impound file.

When the impound record is successfully entered you will receive an acknowledgement message from NICB.

If an error is made NICB will return an error message and the complete text of the entry.

If there is a duplicate record on file you will receive a message from NICB noting the duplicate record.

#### **26.7.2. Modify Impound Record (NUI)**

To modify a field(s) in an existing impound record the user must include the NICB file number and the impound ORI on the record. If either of these does not match, the update will be rejected.

When the impound record is successfully modified you will receive an acknowledgement message from NICB with a unique message key.

#### **26.7.3. Cancel Impound Record (NCI)**

This transaction will cancel an impound record on the NICB impound file.

When the impound record has been successfully canceled you will receive an acknowledgement message from NICB with a unique message key.

### **26.8.     *Help File***

NICB maintains a HELP file. It may be accessed by sending an Administrative Message to "NAADMHELP."

### **26.9.     *Status Fields***

Some manufacturers provide NICB with the status of vehicles, which have special circumstances pertaining to them. NICB then places a status condition into the status field. NICB may not have additional information regarding a status condition; therefore, if a vehicle has a status condition, NICB should be contacted.

Below is a list of status conditions and their definitions:

CONDITION	DEFINITION
UNDEFINED	The situation about the vehicle or VIN plate is not clearly defined.
UNUSED	The VIN plate and its embossed or stamped number will not be installed or assigned to a vehicle.
STOLEN FROM LOT	The vehicle was stolen from a factory or dealer lot.
DESTROYED	The vehicle has been completely destroyed.
SCRAPPED	The vehicle is unusable.
INCORRECT	The VIN number found on the vehicle is incorrect. This number does not conform to the Federal Motor Vehicle Standard.
STAMPING ERROR	Hidden numbers found on the vehicle, i.e., engine, transmission and/or chassis numbers are not correct. This situation relates to domestic built vehicles which denote a VIN derivative stamped, embossed, or labeled on component parts.
STOLEN PLATE	Manufacturer advises that only the VIN plate was stolen.
FLOOD DAMAGED	The vehicle has had water damage and is not to be sold.
UNSCRAPPED	The vehicle previously reported as a scrapped vehicle has been repaired and is being sold.
FIRE DAMAGED	The vehicle is reported as having fire damage and is not to be sold.
REPLACEMENT	Replacement VIN plate - The vehicle's original VIN plate was damaged or is missing and a replacement plate was issued by the manufacturer. Replacement Parts - The vehicle's component part has been replaced and the part has a new number.
DONATED VEHICLE	The vehicle was donated and removed from commerce.
TEST VEHICLE	The vehicle is used for testing purposes and is not to be sold.
DATE	The date in which the vehicle was shipped (ccyy-mm-dd).
DEALER NAME	The name of the dealership that the vehicle was shipped to.
DEALER CODE	The dealer code supplied by the dealer.
DEALER CITY, STATE	The city and state where the dealer is located.
PHONE	The phone number for the dealer.

If NICB has no information for a particular field, the field header will not appear on the response.

## 26.10. Examples

Example 1: A query for Impound/Export information:

```
NIQ.AZNLETS20.NA.TXT
VIN/AAAAA1111AA111111
```

Example 2: A query of all files:

**NAQ.AZNLETS20.NA.TXT  
VIN/AAAAA11111111111**

Example 3: An entry to the impound file:

**NEI.AZNLETS20.NA.TXT  
VIN/1A1AA111AAA111111.ORI/AZ0000000.OCA/A11111111.DOI/20120101.  
PND/TOWING COMPANY.VMA/CHEV.VMO/CAV.VYR/2000.VST/4D.LIC/111AAA.  
LIS/AZ.LIT/PC.MSC/AUTOMOTIVE CENTER, CONTACT JOHN.PHO/6025551234**

Example 4: A response from NICB on an impound file being added:

**NEA.ILNATBC00  
10:00 01/01/2010 61239  
10:00 01/01/2010 01239 AZNLETS20  
TXT  
IMPOUND RECORD ADDED VIN/1A1AA11111111111.FIL/A1111111111**

Example 5: A modification to the impound file:

**NUI.AZNLETS20.NA.TXT  
FIL/A1111111111.ORI/AZ0000000.DOI/20110101**

Example 6: A response from NICB on a successful modification to the impound file:

**NUA.ILNATBC00  
15:00 01/01/2010 81232  
15:00 01/01/2010 11239 AZNLETS20  
TXT  
IMPOUND RECORD UPDATED  
FIL/A1111111111**

Example 7: A cancellation of a record in the impound file:

**NCL.AZNLETS20.NA.TXT  
VIN/1AAAA11A1AA111111.FIL/A1111111111**

Example 8: A response from NICB on a successful cancellation of an impound file record:

**NCA.ILNATBC00  
15:00 01/01/2010 51231  
15:00 01/01/2010 81235 AZNLETS20  
TXT  
IMPOUND RECORD CANCELLED VIN/AAAAA11A1A111111.FIL/A1111111111**

Example 9: A response to an Impound/Export query:

NIR.ILNATBC00  
 15:00 01/01/2010 21231  
 15:00 01/01/2010 01232 AZNLETS20  
 TXT  
 \*\* NOTICE \*\*  
 THE NICB PROVIDES THE INFORMATION CONTAINED HEREIN SOLELY  
 AS AN INVESTIGATORY AID. SINCE THESE RECORDS ARE NOT  
 VALIDATED, THE NICB DOES NOT GUARANTEE OR WARRANT THEIR  
 LEGITIMACY. PLEASE USE SECONDARY VERIFICATION BEFORE YOU  
 TAKE ANY ENFORCEMENT ACTION.  
 NICB RESPONSE FOR VIN/19AAA1A11AA111111 MSG 01 OF 01  
 \*IMPOUND\*  
 NICB FILE#/ A1111111111  
 ORI OF IMPOUNDING AGENCY/ AZ0000000 CASE #/111111  
 DATE OF IMPOUND/ 01/01/11 POUND/ STATE RECOVERY  
 VMA/ HOND VMO/ CIV VYR/ 10 VST/ 4D  
 MISC/ CONTACT SMITH  
 POUND PHONE #/ 6025551234

Example 10: A response from all files:

NAR.ILNATBC00  
 10:00 01/01/2010 21235  
 10:00 01/01/2010 81238 AZNLETS20  
 TXT  
 \*\* NOTICE \*\*  
 THE NICB PROVIDES THE INFORMATION CONTAINED HEREIN SOLELY  
 AS AN INVESTIGATORY AID. SINCE THESE RECORDS ARE NOT  
 VALIDATED, THE NICB DOES NOT GUARANTEE OR WARRANT THEIR  
 LEGITIMACY. PLEASE USE SECONDARY VERIFICATION BEFORE YOU  
 TAKE ANY ENFORCEMENT ACTION.  
 NICB RESPONSE FOR VIN/AAAAA1111AA111111  
 MSG 02 OF 02  
 CLAIM #/ 1111A1111111111111111  
 ACTUAL CASH VALUE/ 008000  
 RECEIVED VALUE/ 000000 APPRAISED VALUE/ 000000  
 \*SALVAGE\*  
 NICB FILE#/ A1111111111  
 VYR/ 99 VMA/ HOND DATE OF SALVAGE/ 05/16/10  
 CAUSE OF CLAIM (LOSS)/ THEFT/STRIPPED  
 INSURANCE COMPANY/ INSURANCE COMPANY  
 INSURANCE COMPANY LOCATION/ PHOENIX,AZ  
 CLAIM #/ 1111A1111111111111111 ACTUAL CASH VALUE/ 009000  
 RECEIVED VALUE/ 000900 APPRAISED VALUE/ 000000  
 \* NCIC INACTIVE VEHICLE \*NICB FILE#/ A1111111111  
 \*\*\*\* NEW NICB FILE INQUIRY FOR ANY QUESTIONS PLEASE CONTACT NICB \*\*\*\*  
 602-555-1234  
 VYR/99 VMA/HOND VMO/PRE VST/2D VCO/SIL  
 NCIC#/ A1111111111 NCIC MESSAGE KEY/ LV  
 DATE OF THEFT/ 05/16/10 ORI/ AZ0000000 OCA/ 01-1234  
 DATE OF RECOVERY/ 05/20/10 PLACE OF RECOVERY/ AZ0000000  
 RECOVERING AGENCY CASE#/ 01-1234

## 27. License Plate Reader Transactions (LPQ/LPR)

### 27.1. Overview

The purpose of the National License Plate Reader Sharing Program is to create a consolidated LPR repository across the United States to search and locate LPR data. This will enable the Nlets authorized user community to determine if any other contributing law enforcement agency has captured a vehicle's license plate of interest. This solution will not only enhance law enforcement investigative capabilities, but it will also address homeland security vulnerabilities, particularly with regard to first responders.

The initial source of LPR data for the Nlets national pointer system will be states and/or federal agencies that maintain their own LPR repositories. A subset of the base LPR data (called Meta data) will be extracted from these repositories and sent to Nlets for hosting in the national database.

After the initial load, Meta data will continue to be sent to Nlets as new LPR read events are captured. This will keep the national pointer system up-to-date with the latest information.

Law enforcement agencies, in states that have implemented the LPQ/LPR message keys, will then be able to query and obtain information about license plate read events stored in the national pointer system.

Obtaining detailed information about an LPR read event will require two sets of LPQ/LPR message queries/responses. The first query will be sent to Nlets to search the Meta data database and return a set of candidates. This candidate set will provide the information necessary to issue a second query to the states or federal agency's repository that will retrieve detailed information about the LPR read event.

The benefits in using a national pointer system for LPR include sharing LPR information across jurisdictions nationwide, enabling law enforcement to more effectively distribute LPR information, and to provide a cost effective solution for managing and sharing LPR data.

As stated above, the LPQ and LPR message keys will support two different data exchanges. The first LPQ will be sent to Nlets to query the national LPR pointer system where participating states have supplied Nlets with searchable LPR meta-data. This is known as the initial LPQ. The response (LPR) generated from this query will have a list of candidates that match the search criteria including the unique data capture event number and the location where the image and additional information is held.

The second LPQ is sent directly to the state housing the detailed LPR data and uses the unique event number to access additional information associated with the specific data capture event. This is known as the LPR detail query. The detail response (the second LPR) will contain information about the data capture event including the LPR image if requested.



**\*\*Note** – an LPQ will need to be generated for each candidate of interest from the candidate list. If there are five candidates of interest, then five LPQs will need to be generated.



## 27.2. Help File

A HELP file of frequently asked questions can be obtained by sending an Administrative Message to "NLLPRHELP."

## 27.3. NVS LPR Overview

National Vehicle Services (NVS) working with Locator Technologies has partnered with an additional LPR company (PRA) to provide law enforcement agencies access to a centralized repository of LPR data from private mobile and stationary LPR readers. The companies collecting these reads include towing and repossession companies, parking lots, garages, and toll way systems. Law enforcement agencies may utilize this information at no cost to augment and/or initiate criminal investigations.

NVS also supports the Nlets "RQ" message key to query their LPR database. Nlets users, in addition to being able to query the CBP border crossing LPR database via destination "NA," can now also send "RQs" to destination "VS" to query NVSs database containing nearly 900 million LPR reads with 30 million being added per month by two data partners.

In addition to allow law enforcement agencies access to the database, NVS proactively searches the database against the stolen vehicle file provided by the FBI. Knowing the location of a stolen vehicle prior to or shortly after its theft will greatly enhance law enforcement's capabilities.

A positive response to a query will be similar to the following example:

```
RR.VANVS005V
08:59 03/29/2010 44914
08:59 03/29/2010 00604 VANVS006V
*JSPI00MX00
TXT
Vehicle license plate number 619WCX was captured by mobile license plate recognition on March 21, 2012
at 123 W Forest Brook Dr Casselberry, FL.

To access the complete LPR data record including other additional historical LPR scans, vehicle images
and satellite map overlays, please proceed to the following Internet Website:
http://platenet.net/nlets register and enter the (Platenet code) to be used for your free plate search)

** CAVEAT **
This is lead information ONLY to assist with your investigation and should NOT be used for non-law
enforcement purposes. Should you require additional assistance with this RESPONSE, please contact
National Vehicle Service at 866-687-1102.
```

#### **27.4. Help File**

A HELP File for NVS can be obtained by sending an Administrative Message to "VSADMHELP."

#### **27.5. CBP LPR Overview**

License plate readers were initially installed by the United States Customs and Border Protection (CBP) to develop and track movement of vehicles as they crossed through the ports of entry along the southwest border between the United States and Mexico and the northern border between the United States and Canada.

One of the benefits of the license plate readers is their effectiveness relating to vehicle theft initiatives regarding stolen vehicles entering and exiting the United States. Because of their benefits of providing investigative information regarding stolen vehicles, CBP agreed to provide NICB the raw LPR data as a tool in its efforts to prevent and investigate vehicle theft and insurance fraud.

The NICB in cooperation with the United States Customs and Border Protection and the International Justice and Public Safety Network (Nlets), added an RQ transaction that will provide the capability to initiate a license query to NICB against the LPR file.

An RQ transaction is sent with the license plate of interest to destination "NA" as the state designator for NICB. \*Note – The RQ does allow for a ten character license plate but the LPR records only capture eight characters; therefore, if a nine or ten character RQ is received a search will be conducted only on the first eight characters.

NICB will respond with an RR message consisting of the following information:

```
NICB RESPONSE FOR LIC/FT20688 MSG 001 OF 001
CROSSING LOCATION: INBOUND
ADDRESS: USCS-107 INTERSTATE SOUTH
CITY: DERBY LINE:INTERSTATE STATE: VT ZIP: 05830
CROSSING DT/TIME: 09/30/2002 14.31.29
LIC PLATE: FT20688 STATE: PQ COUNTRY: C

** NOTICE **
THE NICB PROVIDES THE INFORMATION CONTAINED HEREIN SOLELY
AS AN INVESTIGATORY AID. SINCE THESE RECORDS ARE NOT
VALIDATED, THE NICB DOES NOT GUARANTEE OR WARRANT THEIR
LEGITIMACY. PLEASE USE SECONDARY VERIFICATION BEFORE YOU
TAKE ANY ENFORCEMENT ACTION.
```

Not all border crossings contain readers. The borders that do have readers are based on priorities established by CBP. Not all 50 state plates are recognized by the readers. The LPR software is programmed to read plates from the states that represent the largest percentage of border crossings at a specific location. Some of the readers are programmed to read plates from Mexico and Canada. LPR data is maintained for twelve months. At the thirteenth month the first month's data is dropped from the file.

If a query gets multiple hits the RR message will contain no more than seven hits. If there are more than seven hits a message will be sent stating "message 1 of x." There is no limit on the number of hits that may be received.

### **27.6. LPR from NVS and CBP**

If a user would like to receive information from both NVS and CBP from a single vehicle registration transaction (RQ) the destination "LP" should be used instead of "NA" or "VS."

### **27.7. Examples**

Example 1: A license plate reader list query:

```
LPQ.AZNLETS20.NL.TXT  
LIC/ABC123
```

Example 2: A license plate reader detailed query:

```
LPQ.AZNLETS20.AL.TXT  
EID/1234567890.DAT/20120612
```

## **28. National Drug Pointer Index System (DEX/DEA, DUX/DUA, DRX/DRR, DTX/DTR)**

### **28.1. NDPIX Background Information**

NDPIX is managed by the Drug Enforcement Agency (DEA) and operates at the Department of Justice computer center in Rockville, Maryland via a secure communication connection to the Nlets network and is available 24-hours a day, seven days a week.

NDPIX provides automated response Point of Contact (POC) information on active cases to state, local, and federal law enforcement agencies. Records are kept in the database for 180 days and then purged unless updated or renewed. Entry makers have the option of requesting lists to their records in the database.

To participate in this program a law enforcement agency signs a Participation Agreement with the DEA and, in return, the DEA assigns NDPIX user IDs and passwords.

Agencies interested in learning more about this application should contact DEAs NDPIX Support Staff at 800-276-5558. They will provide brochures, participation agreement information, and answer additional question on NDPIX.

Processing of NDPIX transactions includes the following basic operations:

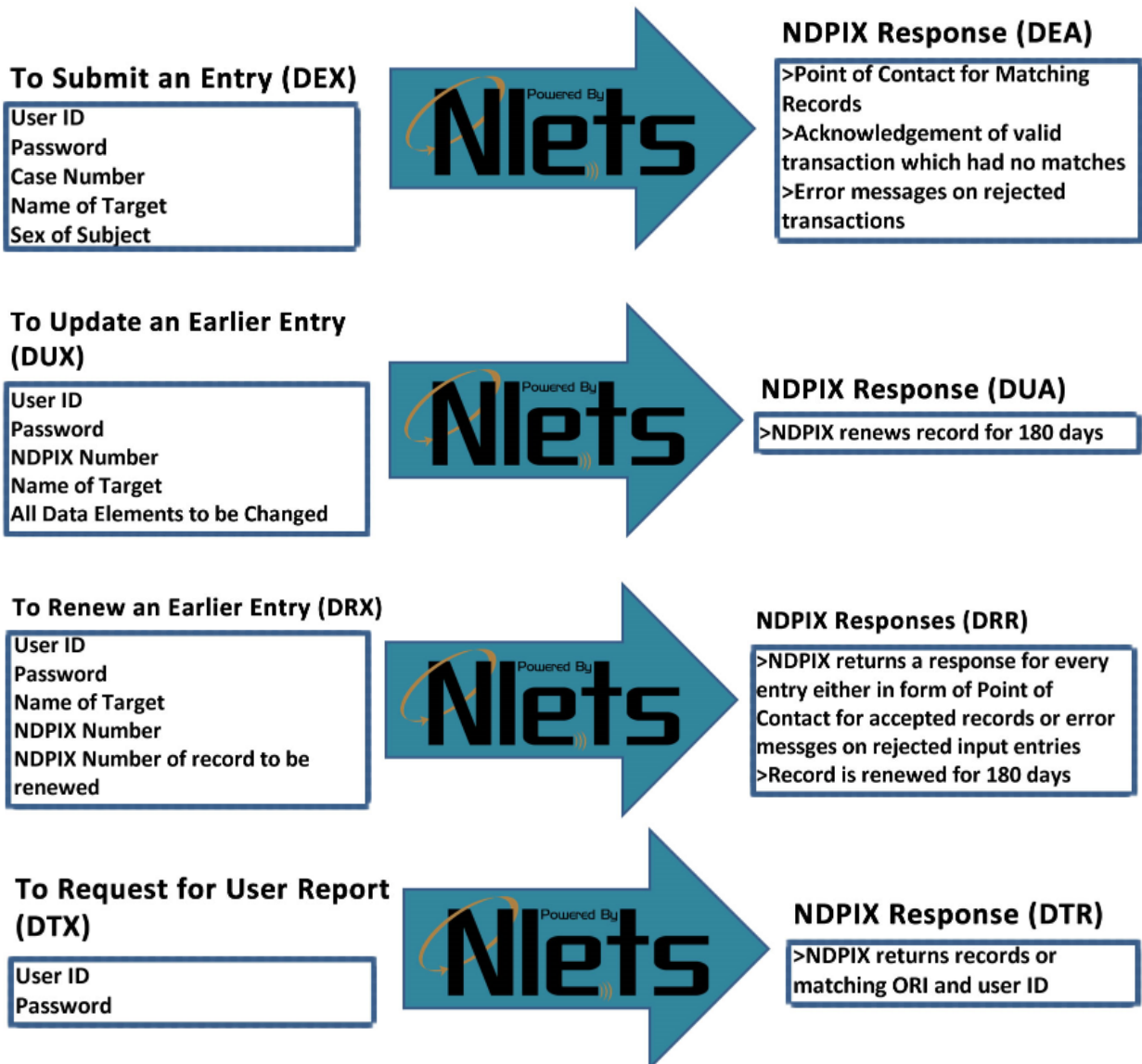
**A law enforcement agency submits an entry on a target who is under active investigation for violation of drug laws. The law enforcement agency can later update or renew the entry.**

**NDPIX then:**

- Validates the record to assure that the transaction contains an authorized ORI, User ID and Password.
- Validates the record to assure that it contains at least the mandatory fields of data and that the data fields are valid.
- Notifies the entry maker of any errors found in the entry, update or renewal.
- Adds the valid entry to the database or updates an earlier entry.
- Searches the database for matches to the entry, update or renewal.
- Sends POC information to the entry maker on up to 50 matchers and indicates when no matches had been found.
- Sends the POC of the entry or update to owners of matching records.

## 28.2. Overview

The National Drug Pointer Index system uses several transaction types as presented below:



### 28.3. Query Requirements

NDPIX has a test file and a production/live file:

Agency Activity:	ORI to Use:
Agency is testing.	Test ORI "VADEADX88".
Agency initiates participation with actual data.	Production ORI "VADEADX00".

There is additional information on the test system in a kit that is provided by the DEA.

When an entry is made the system performs two primary functions:

- Enters the data onto the file, and
- Searches the existing file for similar subjects and dates of birth

\*Note – All responses may have a message appended indicating “ARMED AND DANGEROUS.” This has been included for officer safety reasons.

### 28.4. Error Messages

When an error is detected, NDPIX will return the entire text of the message and identify the fields found to be in error.

Below is a listing of the possible error messages that may be returned by NDPIX when a record is entered:

ID	ERROR MESSAGE TEXT	ERROR DESCRIPTION
00	USER ID/PASSWORD NOT VALID	Access to NDPIX is denied – User ID or Password not valid.
01	ORI NOT VALID FOR NDPIX	The ORI is not active in NDPIX.
03	MANDATORY DATA ELEMENT NOT FOUND	A mandatory data element is missing.
04	KEY WORD NOT VALID	A key word is not valid; data element cannot be processed.
05	NDPIX RECORD NUMBER MISSING	The NDPIX Number was not entered in an Update or Renewal
06	UPDATE RECORD NOT FOUND	The Update found no record in the database.
07	RENEWAL RECORD NOT FOUND	The Renewal found no record in the database.
08	TEXT MISSING	No data was found following a key word.
09	INVALID FORMAT	A data element format requirement was violated.
10	INVALID CODE	A coded field was not found in the table of allowable entries.

## 28.5. Matching Record(s) Responses

Using the data in the entered record, NDPIX will scan the existing file selecting records that match several key fields in the entered record.

These include, but are not limited to, FBI number, SSN, Name, other personal identifiers, address information, etc. They will notify both the owner of the record and the entering agency of the match(s).

### 28.5.1. Match Notification Messages

Each match notification record will include the following data:

NDP Number  
Renewal Date  
Target's Name (or alias or moniker)  
Point of Contact Name  
Point of Contact Title  
Point of Contact Phone #  
Armed and Dangerous Caution Notification  
Acceptance Notification with count of matches sent  
Case Number

\*Note – Case number is returned to the owner of the record and not to owners of any matching records.

Each matching database record is sent by NDPIX to the entering agency as a separate message from NDPIX. For example, if the entered record matches ten records on the NDPIX database, the entering agency will receive ten messages. Each owner will receive corresponding notifications.

Notification of a successful entry when no match is detected will include the following data:

NDP Number  
Renewal Data  
Case Number  
Target's Name (or alias or moniker)  
Acknowledgment of record acceptance with no matches found

NDPIX will also notify the owner of the matched record on the database of the fact that a similar record has been entered. This notification will include the following data:

NDP Number  
Renewal Date  
Case Number (of owner record)  
Target's Name (or alias or moniker)  
Point of Contact Name (entry maker)  
Point of Contact Title (entry maker)  
Point of Contact Phone (entry maker)  
Armed and Dangerous Caution Notification  
Acknowledgment notification

NDPIX sends match notification message for only the first 50 matches.

Below are the possible messages that the user may receive after the entry has been completed and the file has been searched:

20	ENTRY ACCEPTED - NO MATCHES	The new entry found no matching records in the database.
21	EXCEEDS 50 MATCHES	Only the first fifty matches are provided.
22	MATCHED RECORD	A database record(s) matched the entry. Each matching database record is sent as a separate message.
60/61	RECORD TO BE PURGED	Record to be purged in 30/15 days.
62	RECORD PURGED	Record has been purged.

\*Note – When an entry is successfully processed, a renewal date is returned with the entry acknowledgement message.

## **28.6. Updating an Existing Record**

Users have the ability to update any field in a record except the NDPIX number and the entering agency ORI by sending an update transaction (DUX).

It is important to recognize that an update of a record renews the record. In other words, the purge date is recalculated to occur 180 days from the date of the update.

The only mandatory data elements in this transaction are the NDP number assigned by the system, user ID, password, target name, alias, or moniker.

NDPIX will respond with either a standard error message or one of the responses described in the section below.

### **28.6.1. Responses to Updating an Existing Record**

30	UPDATE ACCEPTED – NO MATCHES	The update found no matching records in the database.
31	UPDATE ACCEPTED – OVER 50 MATCHES	Only the first fifty matches are provided.
32	UPDATE ACCEPTED – MATCHED RECORD	The database record matched the update.
51	MATCHED TO YOUR RECORD – UPDATE	The record in the database matched to an Update.

## **28.7. Renewing an Existing Record**

NDPIX purges records after they have been in the database for 180 days from the date of record, unless either renewed or updated.

To renew the record, the record owner submits a DRX transaction.

### 28.7.1. Responses to Renewing an Existing Record

The following responses may be sent from NDPIX to acknowledge a renewal request:

40	RENEWAL ACCEPTED - NO MATCHES	The renewal found no matching records in the database.
41	RENEWAL ACCEPTED - OVER 50 MATCHES	Only the first fifty matches are provided.
42	RENEWAL ACCEPTED - MATCHED RECORD	The database record matched the Renewal.
52	MATCHED TO YOUR RECORD - RENEWAL	Your record in the database matched to a Renewal.

## 28.8. *Notifications on Record Purges*

NDPIX holds entries in its database for 180 days after which they are purged.

The purge clock is reset if the record is either renewed or updated.

The system performs this aging and purging operation on a once-per-day basis. NDPIX will notify the entry maker of pending record purges 30 days and then 15 days before the record is purged.

The following data elements will be included in the purge message:

<b>Target Name</b> <b>Case Number</b> <b>NDPIX number</b> <b>Notification of purge status</b>
--

## 28.9. *NDPIX Reports*

In addition to points of contact messages, NDPIX offers supplemental information to its participants. Some of this information is provided directly over the Nlets network while other information is provided off-line in response to written requests.

The range of information includes:

- Copies of one's own records currently in the database
- Copies of audit records created by NDPIX on their entries
- Copies of their membership data
- Copies of operating statistics maintained and published by NDPIX

Requests for larger volume lists, such as an investigative unit, an entire law enforcement agency, or other multiple user ID selections are submitted to the DEAs Intelligence Division.

Responses on larger requests are recorded on diskette or tape cassette and delivered via the United States Post Office.



Data	Availability	Distribution
Quality assurance statistics	Participating law enforcement agencies	Daily and monthly reports. Distributed by mail. Requests are directed to DEA's Intelligence Division.
Audit information on all system usage	Law enforcement agencies are entitled to copies of audit data on their NDPIX activity. NDPIX will provide this data only to individuals designated by the Chief of the LEA as authorized to receive such data.	Requests are directed to DEA's Intelligence Division.
Database of membership information on each participant including names, addresses, User ID and ORI assignments.	Copies of these records are available to participating law enforcement agencies	Distributed by mail. Requests are directed to DEA's Intelligence Division.

### 28.10. Copies of Database Records

Participants may request copies of their records in the database. Security and data volume considerations require that there be two categories of this reporting:

- Those that are submitted and responded to as NDPIX messages (online requests)
- Those that are submitted via contact with the DEAs Intelligence Division and satisfied via U.S. Mail (offline requests)

#### 28.10.1. Online Requests

An individual may request copies of all records for which he/she is the originator.

Returned database records will contain only mandatory fields.

To receive a copy of all the records originating from an ORI, the requestor enters an ORI to signify to NDPIX that the request is ORI based. The requestor has the option to enter a case number in order to minimize record output.

Where the search finds no records matching either the requested user ID or ORI, NDPIX responds with the following message:

**MSG/80- FOR REPORT-NO RECORDS FOUND.**

#### 28.10.2. Offline Requests

Offline requests are submitted to the DEAs Intelligence Division. Results, written on diskette or tape cassette, are sent to the requestor via the U.S. Mail.

This offline processing of requests services to minimize the risk of compromising the security of NDPIX data and also helps to prevent overburdening the communication lines serving the system.

The following types of lists are available:

- All records for multiple user IDs
- All record for multiple ORIs
- All records for a Point of Contact within one's agency
- All records for an investigative unit
- All records for a law enforcement agency

### **28.11.    *Copies of Audit Records***

NDPIX will provide this data only to individuals designated by the Chief of the law enforcement agency as authorized to receive such data. Request for copies of NDPIX audit records are directed to the DEAs Intelligence Division.

Responses to such requests will be recorded on either diskette or cassette tape and send via the U.S. Mail.

### **28.12.    *Statistical Reports***

NDPIX maintains a database of data quality assurance statistics from which it produces daily and monthly reports. Monthly reports are available to participating law enforcement agencies and are distributed by mail. Copies of sample reports are available for review by contacting the DEAs Intelligence Division.

Selections may be based on:

- Law enforcement agency
- Investigative unit
- ORI
- User ID

### **28.13.    *Registration Data***

The NDPIX Participant Register maintains membership data on the law enforcement agencies that are enrolled in NDPIX.

The register contains:

- Agency name and address
- Names and telephone numbers of key agency officials
- ORIs and user IDs of individuals authorized to use NDPIX

Member agencies direct requests for copies of their Registry data to the DEAs Intelligence Division.

## 28.14. Examples

Example 1: A query to enter data into the NDPIX system:

```
DEX.AZNLETS20.VADEADX00.TXT
UID/XXX11111.PWD/XXXXXXXXX.OCA/201001AA1111111111.ORG/AZNLETS20.
POC/NLETS_ANALYST.PTL/NLETS.PPN/8005284020.NAM/SMITH, JOHN.
DOB/19500101.SEX/M.RTE/00:111111
```

Example 2: A response to enter data into the NDPIX system:

```
DEA.VADEADX00
05:00 01/01/2011 41238
05:00 01/01/2011 41231 AZNLETS20
TXT
RTE/*1111111111.NDP/111111.NAM/SMITH, JOHN.
DLR/20120101.OCA/00-111.
POC/NLETS_ANALYST.
PTL/NLETS.
PPN/8005284020.MSG/20-ENTRY ACCEPTED-NO MATCHES.
```

Example 3: A query to modify a record in the NDPIX system:

```
DUX.AZNLETS20.VADEADX00.TXT
NDP/111111.UID/AAA11111.PWD/XXXXXXXXX.OCA/00-111.
POC/NLETS_ANALYST.PTL/NLETS.PPN/8005284020.NAM/SMITH, JOHN.SEX/M.SOC/123456789.RAC/W.
DOB/19500101.ADR/1234 ANY ST.CIT/PHOENIX.STE/FL.ZIP/85000.
SSN/123456789.TOC/M
```

Example 4: A response to modify a record in the NDPIX system:

```
DUA.VADEADX00
06:00 01/01/2011 51238
06:00 01/01/2011 61232 AZNLETS20
TXT
RTE/*1111111111.NDP/111111.NAM/SMITH, JOHN.
DLR/20120101.OCA/00-111.POC/NLETS_ANALYST.
PTL/NLETS.
PPN/8005284020.MSG/30-UPDATE ACCEPTED-NO MATCHES.
```

Example 5: A response to request a NDPIX record:

```
DTR.VADEADX00
22:00 01/01/2011 31238
22:00 01/01/2011 41238 AZNLETS20
TXT
NDP/111111.NAM/SMITH, JOHN.DLR/20110101.OCA/CSII-11111111.
MSG/60-RECORD TO BE PURGED IN 15 DAYS NDP-111111.
MSG/*****.
MSG/* "D O N O T D I S C A R D" *.
MSG/*****.
MSG/ "IMPORTANT NOTIFICATION - ACTION REQUIRED" *.
MSG/* POC: WATCH CENTER STAFF, *.
MSG/* THIS RECORD WILL BE DELETED FROM NDPIX UNLESS *.
MSG/* TIMELY RENEWAL OR UPDATE IS PERFORMED *.
MSG/* DATE OF THIS NOTIFICATION: January 01, 2011 *.
MSG/*****
```

## 29. Concealed Weapons Permit Information (CWQ/CWR)

### 29.1. Overview

This section describes how Nlets users may exchange concealed weapon permit information between state, local, and federal law enforcement and criminal justice agencies.

The purpose of the concealed weapons permit information system is to provide a standardized, secure, and efficient method for states that have automated concealed weapon permit systems to respond automatically (without manual intervention) to requests from other states over Nlets.

Those states without automated systems should respond manually or notify Nlets of their inability to participate. In these cases Nlets will return a standard “not available” response.

An agency may request out-of-state concealed weapon permit information by submitting a fixed format query to the state of record. The query (CWQ) may be on name and date of birth, the permit number, or social security number. A user may include some or all of these elements but should clearly understand that each search element may generate a separate query, depending on the capabilities of the state.

A response (CWR) will be returned with the notification that a permit does or does not exist, its status, and a description of the owner.



### 29.2. Query Requirements

CWQ messages may be sent to only a single 2-character state code. If the full 9-character destination ORI is used it will cause a rejection of the entire message.

One of the following elements must always be present in a request:

- Name and Date of Birth
- Social Security Number
- Permit Number

Users of this system must also recognize that each state will deal with the searching of their database in their own way. For example, some states may not support a search of the social security number. Others may support this but not the permit number.

### 29.3. Query Help

Details on the unique way states will search their concealed weapons file may be found in their HELP file. The way to obtain this record is to send an Administrative Message to a 9-character ORI where the first two characters is the state code followed by "xxGUNHELP."

For example, to access Indiana's HELP file the destination ORI address would be "INGUNHELP."

A list of states participating can be found by querying "NLGUNHELP." Below is a copy of the "NLGUNHELP" file taken from the system July of 2013:

RECEIVED AT 07/19/2013 07:37:10

```
AM.NLGUNHELP
07:37 07/19/2013 07392
07:37 07/19/2013 00011 AZNLETS70
*0021948459
TXT
AM.NLGUNHELP
GUN HELP INQUIRY PARTICIPATION LIST
STATES WHO ACCEPT/REJECT GUN HELP INQUIRIES (CWQ) / (CWR)
!-----!-----!-----!-----!
! AK  YES      ! ID  YES      ! MT  YES      ! PR                !
! AL  NO       ! IL  NO       ! NB  NO *     ! RI  NO            !
! AR  YES      ! IN  NO       ! NC  YES      ! SC  YES           !
! AZ  YES      ! KS  NO *     ! ND  NO       ! SD  YES           !
! CA  NO       ! KY  YES      ! NH                ! TN  NO *          !
! CO  NO       ! LA                ! NJ  NO       ! TX  YES           !
! CT  NO       ! MA  NO       ! NM                ! UT  NO            !
! DC  NO       ! MD  NO       ! NV  YES      ! VA  YES           !
! DE  NO       ! ME  NO       ! NY  NO       ! VT  NO            !
! FL  YES      ! MI  NO       ! OH  YES      ! WA  NO            !
! GA  NO       ! MN  NO       ! OK  NO       ! WI  YES           !
! HI                ! MO  NO       ! OR  NO       ! WV  YES           !
! IA  NO       ! MS  NO       ! PA  YES      ! WY  YES           !
!-----!-----!-----!-----!
* INDICATED ON DRIVERS LICENSE RESPONSE
** BLANKS INDICATE STATES WHO HAVE NOT NOTIFIED NLETS

THIS INFORMATION IS BEING OBTAINED VIA A SURVEY OF NLETS
REPRESENTATIVES.
LAST UPDATE 07/30/2012 GO.
```

### 29.4. Examples

Example 1: Concealed weapons query by name and date of birth:

```
CWQ.AZNLETS20.AZ.TXT
NAM/SMITH,JOHN.DOB/19500101
```

Example 2: Concealed weapons query by social security number:

```
CWQ.AZNLETS20.AZ.TXT
SOC/123456789
```

Example 3: Concealed weapons query by permit number:

```
CWQ.AZNLETS20.AZ.TXT
PER/X1111111
```

Example 4: Concealed weapons response:

```
CWR.AZ0000000
13:43 11/07/2011 60501
13:43 11/07/2011 77004 AZNLETS20
TXT
-FCIC HIT RESPONSE-
CONCEALED WEAPON PERMIT
NAME: SMITH, JOHN    LICENSE NBR: X1111111
SSN: 123456789      STATUS: ISSUED
DOB: 01/01/1950     EXPIRATION DATE: 01/01/2015
ADDRESS: 1234 ANY STREET
CITY: PHOENIX
STATE: ARIZONA
ZIP: 85000
SEX: MALE
RACE: BLACK
HAIR: BLACK
EYES: BROWN
```

## 30. Wildlife Violation File (WLQ/WLR)

### 30.1. Overview

The purpose of this system is to provide a standardized, secure, and efficient method for Nlets users to exchange wildlife violator information primarily between conservation officers and, secondarily, between state, local, and federal law enforcement and criminal justice agencies.

This capability allows states with automated wildlife violator systems to respond automatically (without manual intervention) to requests from other states over Nlets. States without automated systems should respond manually.

An agency may request out-of-state wildlife violator information by submitting a fixed format query to the state(s) of record. The query may be on name and date of birth or social security number.

A user may include both of these search elements but should clearly understand that each search element may generate a separate response, depending on the capabilities of the state.

Responses will be returned with the violator information or contact information. The requestor will review the response and contact the agency of record if more details are needed.



### 30.2. Query Requirements

Up to five 2-character destination ORIs are allowed.

The wildlife officers must have a method of accessing Nlets through the state law enforcement system.

The state must perform the necessary programming to accept and process the wildlife inquiry and response format that will facilitate the exchange of this information.

The state should have a plan for providing automated responses to wildlife violator inquiries. Recognizing that states may be in various levels of development of these files, automated responses are not a requirement. All states are encouraged to implement, or be in the process of implementing, this capability.

### 30.3. Wildlife Crime Information Query Purpose Codes

The purpose code indicates the purpose of the inquiry. The following purpose codes are permissible:

Code	Usage Requirements
C	Must be used when the WLQ is for official duties in connection with the administration of criminal justice.
J	Must be used when the WLQ involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control. Criminal justice employment has been separated from other criminal justice purposes due to the requirement of some state agencies.
F	Must be used by criminal justice agencies in all states for screening applications for firearms and related permits. This includes firearms dealers, firearms purchases, carriers of concealed weapons, explosive dealers and users, and lethal weapons dealers and users, but only when a Federal, state or local law/ordinance exists making the criminal justice agency responsible for the issuance of the licenses/permits.

### 30.4. Examples

Example 1: Wildlife violation query by name and date of birth:

```
WLQ.AZNLETS20.AZ.TXT
PUR/C.ATN/NLETS_ANALYST.NAM/SMITH,JOHN.DOB/19500101
```

Example 2: Wildlife violation query by social security number:

**WLQ.AZNLETS20.AZ.TXT**  
**PUR/C.ATN/NLETS\_ANALYST.SOC/123456789**

Example 3: Wildlife violation response:

**WLR.AZ0000000**  
**11:40 11/15/2011 65281**  
**11:40 11/15/2011 03011 AZNLETS20**  
**TXT**  
**PUR/C.ATN/NLETS\_ANALYST.NAM/SMITH, JOHN.DOB/01011950**  
**ARIZONA DNR 11-15-2011 12.40.14**  
**- LICENSE HOLDER - - DESCRIPTION -**  
**DOB: 01/01/1950 Sex: M**  
**Name: JOHN SMITH Height: 510**  
**Street: 1234 ANY STREET Weight: 160**  
**City: PHOENIX Hair: BLOND**  
**State: AZ Eye: HAZEL**  
**Zip: 85000 Cust ID#: 1234567890**  
**County: MARICOPA Cust Type: RESIDENT**  
**Phone: 6025551234 Addr Update:**  
**DL Num: A1111111111111 Driver State: AZ**  
**- CITATION RECORD LOOK-UP BY LAST NAME AND DOB -**  
**NAME/SMITH JOHN DOB/01/01/1950 RACE/WHITE/HISPANIC**  
**- OFFENSE -**  
**Offense Personal watercraft violations**  
**Statute/Code 30.66 Fiscal Year 1980**  
**Arrest # 1111 Arrest Date 01/01/1980**  
**Adjudication DISMISSED Adjudication Date 01/02/1980**  
**Rev Code Revocation until Date 01/01/1900**  
**-**  
**-BOATS OWNED - NONE**  
**-SNOWMOBILES OWNED -**  
**REG/1111AA PUBLIC DECAL/1111AA**  
**SER/1AAA11111A111111 MK/SKI DOO YR**  
**-ATVS OWNED - NONE**

### **31. Communicating with Canada (WQ/WR, VQ/VR, UQ/UR, XQ/XR, CAQ/CAR, CGQ/CGR, CSQ/CSR, CBQ/CBR, IQ/IR, FQ/FR, AQ/AR)**

#### **31.1. Overview**

Nlets supports a computer-to-computer interface to Canada for the purpose of exchanging criminal justice and criminal justice related information. Through this interface, a variety of information is available.

It is important to understand that Canadian information is provided from several sources. The Canadian Police Information Centre (CPIC), a system somewhat similar to FBI/NCIC, is providing hot file, vehicle registration, and driver license status information for several provinces and the two territories that do not maintain their own vehicle registration and driver license files.

Those provinces that maintain their own files provide their vehicle registration and driver license information directly. \*Note – driver license status information comes directly from CPIC.



As a part of the interface, users within Canada also will be obtaining information from users in the United States. Since requests from Canada will conform to formats currently in use, states must be able to accept and send to Canadian ORIs.

### **31.2. Policy for User of Information from Canada**

The CPIC has both confidentiality and dissemination policies regarding the use of the information they provide. Their CPIC Policy Manual (Chapter 1.2, Section 7, Paragraph 7.1) states:

*“Information contributed to, stored in, and retrieved from CPIC is supplied in confidence by the originating agency for the purpose of assisting in the detection, prevention, and/or suppression of crime and in the in the enforcement of the law. This information must be protected against disclosure to unauthorized agencies or individuals.”*

Paragraph 7.1(a) further states:

*“CPIC printouts or copies therefore pertaining to persons, vehicles, marine, and property files in the investigative data bank shall be disseminated only to those agencies approved by the CPIC Advisory Committee.”*

Regarding this interface, CPIC provides information but requires that the states restrict access to criminal justice agencies for criminal justice purposes. The only exceptions are those agencies or categories of agencies that have been specifically approved by CPIC to access their files through Nlets. These restrictions are nearly identical with those the states currently have in place for controlling access to criminal history information over Nlets by their users.

Finally, per Canadian policy, under no circumstance shall any data be released outside the criminal justice system without specific written approval of the CPIC Advisory Committee.

### **31.3. Types of Information Available**

The general types of information available fall under the following categories:

- Persons
- Vehicles
- Driver License
- Vehicle Registration
- Articles
- Guns
- Securities
- Boats
- Criminal History
- Administrative
- ORI Tables
- HELP

### **31.4. Offline Searches**

The “CPIC offline search” refers to the method of processing and searching CPIC records in an offline computing environment independent of the CPIC computer system. Whenever the query capability of the CPIC system cannot be used to search the CPIC database for known partial descriptions of persons, property, vehicle, boat or boat motors, a request for an offline search can be submitted to the Support Services Unit, CPIC Secretariat Branch, CPIC Services, Informatics Directorate, RCMP Headquarters in Ottawa (ORI IC9000200).

The Support Services Unit maintains a series of programs to search all CPIC database records. These programs compare the partial description information available for possible matching or close similarity to data already stored on the system. Output from these offline search programs provides results in the form of listing, which are forwarded directly to the requesting law enforcement agency.

The following components of the CPIC database can be searched in an offline environment:

- All fields identified on the CPIC records pertaining to the persons, property, vehicle, or marine files can be searched for partially known descriptive information.
- Computer tapes that record all query transactions performed by all Nlets users on the CPIC can be searched to determine location and movement of persons and vehicles. These logging tapes are held for a three year period and any timeframe within the three years can be requested for an offline search.
- Computer tapes that record all administrative type message dispatched by all agency ORIs can be searched for a three year period.
- Registered owner information stored on the centralized CPIC Registered Owner files for Saskatchewan, Manitoba, New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland, Yukon, and Northwest Territories can be searched for partial descriptions of vehicle and license. Computer tapes for the Alberta Registered Owner file are available for similar processing. Listings can be sorted by field, such as make, model, year, or postal code.
- Records on criminal record synopsis and criminal name index tapes contain all persons with criminal records and can be searched for partial or a range of descriptions on height, weight, age, marks and tattoos. Listings can be sorted by any of these fields.

#### **31.4.1. Offline Search Consultants**

For advice and consultation on requesting offline searches contact the CPIC Support Services Unit at ORI IC9000200.

#### **31.4.2. Priority Levels**

The requesting agency must assign a priority level to each offline search requested. Support Services will attempt to provide results within the following timeframes:

- URGENT – within six hours. The request is usually for information that is sought on major criminal investigations.
- ROUTINE – overnight or the next working day

### 31.4.3. Hours of Operation

The Support Services Unit (IC9000200) is staffed during normal working hours (Ottawa time). After normal working hours this ORI is placed on alternate route to the CPIC Computer Room, thus providing 24-hour capability to process urgent operational offline search requests.

### 31.4.4. Offline Search Procedures

To request an offline search of the person, property, marine, vehicle, criminal record/criminal name index or vehicle registration/driver license files stored at CPIC Ottawa, contact the Support Services Section, CPIC Services, RCMP Informatics Directorate at ORI IC9000200.

If you do not receive acknowledgment of your request from Support Services within 24 hours of the next working day, contact IC9000200 again for confirmation of receipt.

## 31.5. *Manual Intervention Policies*

Due to the unique nature of this international interface there are a few instances where there may be manual intervention as a result of sending messages to Canada. This intervention is a requirement of either Canada or INTERPOL.

Below are a description of the existing applications and the level of manual intervention:

Application	Manual Intervention
Vehicle Registration	No manual intervention.
Driver License	No manual intervention.
All Hot File Records	No manual intervention. Users must confirm the record directly with the Canadian agency that entered the record.
Administrative Messages	Washington/INTERPOL will review messages to assure they conform to INTERPOL international policies.
Criminal History	Full record query (FQ) will result in an automated response with removal of pardon records and juvenile information. Some records are only available in French. Contact ON1005900 Interpol, Canada for assistance.

## 31.6. *General Rules*

The following are general rules that users must follow when communicating with Canada.

### 31.6.1. Canadian Addressing Code

All codes are nine characters with the first two characters representing the province or territory and the last two characters are zero.

Note that although NCIC has assigned ORIs to Canadian agencies, these are not always used by Canada for this interface. These codes are listed in Canada's ORI File call SAFEFILE. It is accessed using the Nlets TQ message. At present, you cannot access

Canada ORIs by location. Inquiries can be done by ORI only. Use the 2-character code "CN" as the destination address for the TQ message.

### 31.6.2. Message Size

Maximum message size is 14,400 characters per message.

### 31.6.3. Special Requirements

There are a few special requirements imposed by the international nature of this interface. Every fixed format hot file inquiry directed to Canada must have a reason code that indicates the general purpose of the request. The following is a list of the authorized reason codes:

Reason for Request	Code
Narcotics	N
Fraud (includes counterfeit documents)	F
Violent crimes (includes robbery, murder, rape, bombing, etc.)	V
Traffic Violations	T
Theft	S
Humanitarian	H

## 31.7. Persons File General Information (WQ/WR)

This information is provided by the CPIC file. It will include a variety of records, some not normally available from their United States counterpart, FBI/NCIC.

Users should also be aware that they may receive records associated with a person record. These may reference vehicle, guns, securities, or boats and will be appended to the person record.

Note the following important requirements for person file transactions with Canada:

**Take no official action on any response from the Canadian PERSON FILE without obtaining specific instructions from Washington D.C., INTERPOL. This information is provided for officer safety and is to be used only in conjunction with other information the inquiring officer may have at his or her disposal at the time of inquiry.**

**States must not programmatically generate inquiries to the Canadian PERSON FILE based on routine inquiries to their state wanted persons file, NCIC's wanted person file, or inquiries on driver's license by name and date of birth.**

**On all inquiries to Canada the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is in-sight of the officer actually making or requesting the information.**

### 31.7.1. Types of Person Information Available

Below are the different types of information that are available to Unites States users from the CPIC persons file:

- Wanted
- Charged

- Prohibited
- Paroled
- Probation
- Refused
- Observed
- Missing

#### **31.7.2. Persons File – Wanted (WANT)**

This refers to a person who is arrestable and/or for whom a warrant has been issued. Persons wanted by provincial warrants, Canada-wide warrants and extraditable warrants are recorded in this file.

#### **31.7.3. Persons File – Charged (CHGD)**

This refers to a person against whom legal proceedings have commenced in relation to a criminal code offense or an offense under a federal statute, which is waiting final disposition, including any appeal, and for who a warrant to arrest is not in force for that offense.

#### **31.7.4. Persons File – Prohibited (PROHIB)**

This refers to a person against whom an Order of Prohibition is in effect with regard to liquor, firearms, vehicle driving, boat operation, hunting or any other court or statute-imposed prohibition.

\*Note – Individuals with revoked/suspended licenses will be returned as this type of record by CPIC; however, British Columbia keeps their own status information; therefore, on a WQ no status information will be provided for British Columbia licenses.

#### **31.7.5. Persons File – Parole (PAROL)**

This refers to a person who has been convicted of a criminal offense and has been released on parole, day parole, life parole, mandatory supervision, or temporary absence over 24-hours from a federal penitentiary.

#### **31.7.6. Persons File – Probation (PROB)**

This refers to a person who has been convicted or found guilty of an offense and:

- Has been given a suspended sentence, or conditional discharge under section 736(1)CC, or
- Has been released on probation, or
- Has been placed on peace bond, recognizance, or restraining order, or
- Is a young offender who is in open custody

#### **31.7.7. Persons File – Refused (REF)**

This category has been incorporated into the CPIC file to meet the requirements of the Firearms Legislation of the Criminal Code. It is used to record data on a person who:

- Has been refused the issuance of a Firearm Acquisition Certificate (FAC), or
- Has been refused the issuance of a Firearm Registration Certificate (FRC), or
- Had an FRC revoked

#### **31.7.8. Persons File – Observation (OBS)**

In the event a person is reported as being under observation, that no action based on this information and do not divulge the existence of this information to any non-criminal justice personnel.

This category is used to record data on a person who is:

- Suspected of committing criminal offenses and sufficient information is not available to prosecute, or
- Known to be dangerous to himself/herself or to others, or
- Involved in a serious criminal investigation and confidential information as to his/her whereabouts is required

Only observation records containing information about an individual that may pose a danger to an officer will be returned to the inquirer. Other types of observed records that are kept merely for surveillance purposes will not be provided to the inquirer.

There may be instances where a silent hit occurs. This means that the agency that entered the record will be notified that you inquired on the record but you will receive a no hit response message. In some instances the agency may contact you regarding your inquiry.

#### **31.7.9. Persons File – Missing (MISS)**

This refers to a person that has been reported missing, who has been admitted/committed to a mental institution or hospital psychiatric ward and has left without permission or formal discharge, or for whom a police agency has undertaken to assist in locating on compassionate grounds.

#### **31.7.10. Person File Query Requirements (WQ)**

The destination code “CN” must be used.

The person file inquiry transaction (WQ) must include name, date of birth, sex, reason code, and person/property code.

#### **31.7.11. Person File Response (WR)**

The inquirer will receive either a hit or a no record response from the CPIC persons file as a result of the inquiry.

In the past, INTERPOL Ottawa handled the hit confirmation process; however, this has changed. All hit confirmation on person (or any other hot file hits from Canada) must be

handled as any other hits. That is, the inquiring agency will contact the entering agency just as they do with NCIC.

#### **31.7.11.1. Persons File – No Record Response**

This occurs when no matching record was found in the Canadian file.

#### **31.7.11.2. Persons File – Possible Hit**

If a possible hit has been made on the Canadian person file, the inquiring agency must confirm the hit with the entering agency.

There may be some fields in Canadian messages that are unfamiliar to Nlets users.

Below is a brief explanation of some of these fields:

Entry	Explanation
<b>CONFIRM WITH ORIGINATING AGENCY</b>	This is a standard portion of the Canadian record.
<b>BEST: 3,1</b>	This field is used by CPIC to return the three highest scoring records.
<b>* CAUTION *</b>	<p>This is a cautionary warning and will be followed by one of the four codes below. It will appear when the record subject is considered dangerous to himself/herself or to other persons. Unlike the persons record, this code will not be expanded.</p> <ul style="list-style-type: none"> <li>• <b>VIOLENCE</b> - an automatic caution for charges involving violence, robbery, or offensive weapons.</li> <li>• <b>ESCAPE CUSTODY</b> - when any attempted or actual escape, regardless of whether a charge is laid, is reported.</li> <li>• <b>MENTAL INSTABILITY</b> - a caution generated when there is a notation on the FPS file indicating mental instability.</li> <li>• <b>ATTEMPTED SUICIDE</b> - indicating that the subject has suicidal tendencies.</li> </ul>
<b>CC</b>	Stands for "criminal code".
<b>CONTROL NUMBER</b>	Used to record the police agency's control or warrant number for the subject.
<b>DLT1234-50673-90109</b>	Driver license number of the subject.
<b>POI ONT</b>	"POI" stands for "province of issue" and the "ONT" is the province where the license was issued.

### **31.8. Vehicle File (VQ/VR)**

This information is provided by the Canadian host system – vehicle file. It will include a variety of records, some not normally available from their United States counterpart FBI/NCIC.

Note the following important requirements for vehicle file transactions with Canada:

Once it has been confirmed that the vehicle is the correct vehicle reported to be in question and the status of such vehicle, as reported by the CPIC system, is current and correct, it can be detained and/or impounded pending specific instructions from Washington INTERPOL and/or the Canadian agency that entered the vehicle into the CPIC system. The locating agency should immediately contact Washington INTERPOL for further instructions regarding the vehicle.

States must not programmatically generate inquiries to the Canadian vehicle file based on routine inquiries to their state stolen vehicle file or NCIC's stolen vehicle file.

On all inquiries to Canada the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

### 31.8.1. Vehicle File – Stolen (V or VEHICLE)

The following are the different types of information that are available to United States users from the CPIC file:

- Stolen
- Observation
- Crime
- Abandoned
- Pointer

### 31.8.2. Vehicle File – Stolen

This refers to a vehicle that has been stolen, or taken from its rightful owner by the commission of a crime (e.g., a vehicle purchased from a dealer under false pretenses).

### 31.8.3. Vehicle File – Observation (OBSERVED)

A vehicle under observation is on which is connected with criminal activities and may or may not be related to a specific individual.

Note the following important requirements for vehicle file observation transactions with Canada:

**In the event a vehicle is reported as being under observation, absolutely no action is to be taken by the inquiring officer. This information is provided solely for officer safety.**

- **Subjects present or associated with the vehicle must not be notified that the vehicle is reported under observation by the CPIC system.**
- **The inquiring agency should contact Washington INTERPOL for further instructions regarding the vehicle and/or occupants of such vehicle.**

There may be instances where a silent hit occurs. This means that the agency that entered the record will be notified that you inquired on the record but you will receive a no hit message. In some instances the agency may contact you regarding the inquiry.

### 31.8.4. Vehicle File – Crime (CRIME)

Crime vehicles are those vehicles known to be connected to the commission of a crime (e.g., hit and run, murder, robbery, etc.). They are entered on the system by an agency



wishing to examine the vehicle for possible evidence, such as fingerprints, paint samples, blood stains, disguises, empty shells, etc.

#### **31.8.5. Vehicle File – Abandoned (ABAN of ABANDONED)**

This refers to a vehicle that comes into possession through abandonment, seizure (including seizure by bailiff), or impounding by other means.

#### **31.8.6. Vehicle File – Pointer (PNTRV or POINTERVEH)**

This refers to a vehicle record whose function is only to point to a prime record in the system. For example, an individual wanted for a specific offense is entered into the system as a wanted person. He/she is known to drive a particular vehicle. The vehicle's particulars are entered on the system as a PNTRV record to point to the prime wanted person record should an inquiry be received concerning the vehicle only.

#### **31.8.7. Vehicle Query Requirements (VQ)**

For VIN inquiries, "CN" is the only allowed destination code.

For LIC inquiries, a province or territory destination code must be used.

#### **31.8.8. Vehicle Responses (VR)**

The inquirer will receive a response indicating either a hit or a no record from the CPIC vehicle file. All hit confirmations on vehicle (or any other hot file hits from Canada) must be handled as any other hits. That is, the inquiring agency will contact the entering agency just as they do with NCIC.

### **31.9. *Driver License Files (UQ/UR)***

Requests to Canada for driver license information must include name, date of birth, sex, reason code, and person/property in sight.

The OLN field is optional on inquiries to Alberta, British Columbia, Quebec, and Ontario. If the OLN is not included in the inquiries to these provinces, the search of the driver license file will be by name and date of birth. If the OLN is included, the search of the driver license file for these four provinces will be by the OLN.

For all other provinces and territories the OLN, as well as the other five fields, are required and the search of the driver license file will be by OLN.

This inquiry will also result in a check of the person file located on the CPIC system. The search of the person file will be by name and date of birth.

*\*Note – on all inquiries to Canada the user must include the reason code indicating the reason for the inquiry and the person/property in sight code indicating whether the person or property is in sight of the officer actually making or requesting the information.*

### 31.9.1. Driver License File – Person File Access

The inquiry generated from a UQ query to the CPIC person file will be by name and date of birth. It will be as though you sent a WQ to Canada.

### 31.9.2. Driver License File Responses (UR/WR)

There are two types of responses that will result from a UQ:

- Person file response (WR) and
- Province/territory response (UR)

### 31.9.3. Driver License File – Person File (WR)

Since a UQ generates an inquiry of the CPIC person file, the user will be receiving responses from the person file.

The response will include suspended or prohibited driver status information for province/territories except British Columbia, who will provide the information from their own file.

For those provinces that provide their own registration information, a message following a short line of asterisks will indicate that the query is being processed.

Note the following important requirements for driver license file transactions with Canada:

- Take no official action on any response from the Canadian PERSON FILE without obtaining specific instructions from Washington D.C., INTERPOL. This information is provided for officer safety and is to be used only in conjunction with other information the inquiring officer may have at his or her disposal at the time of inquiry.
- In the event a person is reported as being under "observation", take no action based on this information and do not divulge the existence of this information to any non-criminal justice personnel.

### 31.9.4. Driver License File – Province/Territory (UR)

Only four provinces in Canada have automated driver license files. They are:

- Quebec
- Ontario
- Alberta
- British Columbia

These four provinces also provide a search of either name and date of birth or OLN depending on whether the inquirer includes the OLN in their inquiry.

When sending a driver license query (UQ) to an automated province, you will receive a person file check, which includes any notification of driver license prohibition, and a check of the province's driver license file.

When sending a driver license query (UQ) to a non-automated province or territory, you will receive a person file check, which includes any notification of driver license prohibition, and a driver license response (UR) message indicating that the province is non-automated and, if information other than status is needed, to send an Administrative Message directly to the province/territory for a manual check. The message will also contain the address of the province/territory as well as a copy of the inquiry that was sent.

Below is a list of the province/territories and the ORIs to which the manual requests should be forwarded:

Province/Territory	ORI	Hours of Service
Alberta	AB1010200	8am - 5pm (EST) M-F
Alberta	AB1012000	After hours/weekends
British Columbia	BC1028700	24 hrs - 7 days per wk
Manitoba	MB1007000	24 hrs - 7 days per wk
New Brunswick	NK1004000	24 hrs - 7 days per wk
Newfoundland	NF1004900	24 hrs - 7 days per wk
Northwest Territory	NT1003500	24 hrs - 7 days per wk
Nova Scotia	NS1005300	24 hrs - 7 days per wk
Ontario	ON4540000	24 hrs - 7 days per wk
Prince Edward Island	PE1000800	24 hrs - 7 days per wk
Quebec	PQ4004700	24 hrs - 7 days per wk
Saskatchewan	SN1011700	24 hrs - 7 days per wk
Yukon Territory	YT1001500	24 hrs - 7 days per wk

Retrieving driver license information from Canada and the various provinces and territories is no different than receiving the same type of information from states within the United States in that the response formats are not standardized or uniform.

Different terminology is used, information is presented in different orders, date of birth is recorded differently, and status codes and license type varies among the various provinces and territories.

Users may inquire into Canadian HELP files in order to gain insight and interpretation for codes, etc. as Nlets users do for various state information.

### **31.10. Vehicle Registration Files (XQ/XR)**

This inquiry will result in a check of the province/territory registration file and CPICs vehicle file. The user may search on either license number or VIN.

\*Note - license year and license type are not used for Canadian vehicle registration inquiries.

A single vehicle registration query (XQ) may result in both vehicle registration responses from the province/territory files (XR) and CPIC vehicle file responses (VR).

On all inquiries to Canada the user must include the reason code indicating the reason for the inquiry and the person/property insight code indicating whether the person or property is insight of the officer actually making or requesting the information.

#### **31.10.1. Vehicle File Access**

An inquiry generated from a vehicle registration query (XQ) will interrogate the CPIC vehicle file. It will be as though you sent a vehicle file query (VQ) to Canada.

#### **31.10.2. Vehicle Registration Files – Responses (XR/VR)**

There are two types of responses that will result from the XQ inquiry:

- Vehicle file response (VR)
- Province/territory response (XR)

#### **31.10.3. Vehicle File (VR)**

Since a VQ generates an inquiry of the CPIC vehicle file, the user will be receiving responses from the vehicle file.

Note the following important requirements below for vehicle file transactions:

- Once it has been confirmed that the vehicle is the correct vehicle reported to be in question and the status of such vehicle as reported by the CPIC system is current and correct, the vehicle can be detained and/or impounded pending specific instructions from Washington INTERPOL and/or the Canadian agency that entered the vehicle into the CPIC system.
- The locating agency should immediately contact Washington INTERPOL for further instructions regarding the vehicle.
- In the event a vehicle is reported as being under observation, absolutely the inquiring officer should take no action. This information is provided solely for officer safety.
- Subjects present or associated with the vehicle must not be notified that the vehicle is reported under observation by the CPIC system.
- The inquiring agency should contact Washington INTERPOL for further instructions regarding the vehicle and/or occupants of such vehicle.

#### **31.10.4. Vehicle Registration Files – Province/Territory (XR)**

Only four provinces in Canada house their automated vehicle registration files: Quebec, Ontario, Alberta, and British Columbia.

All other provincial and territorial vehicle registration files are automated by CPIC, thus the inquiries to these provinces or territories will result in automated responses from CPIC rather than the province or territory.

When sending an XQ to a province or territory you will receive a vehicle check on the CPIC vehicle file and a vehicle registration check, either from CPIC or, for those four provinces named above, directly from their file.

For those provinces that provide their own registration information, a message following a short line of asterisks will indicate that the query is being processed.

For those provinces that have their registration information on CPIC, the second part of the response will contain the registration information and will be separated from the wanted vehicle information by a short line of asterisks.

\*Note – there may be instances when the user sent an XQ and received only a VR. This is because CPIC held the file and returned a single response with both the hot file response as well as the registration information.

The Canadian interface system will wait approximately 30 minutes for a response from the external registration system. If no responses are forthcoming the system will return a canned message to the querying agency, which states, *“ABOVE PROVINCIAL RO/DL SYSTEM RESPONSE DELAYED AT THIS TIME. IF NO RESPONSE, PLEASE RETRY IN 30 MINUTES.”*

Receiving vehicle registration information from Canada and the various provinces and territories is no different than receiving the same type of information from the states of the United States in that the response formats are not standardized or uniform.

Different terminology is used, information is presented in different order, and status codes and license type varies among the various provinces and territories.

Users may inquire into the Canadian HELP files in order to gain insight and interpretation for codes, etc. as Nlets users do today for various state information.

### **31.11. Article File (CAQ/CAR)**

This information is provided by the CPIC file. There may also be occasions when the article record is associated with other records on the CPIC system. These will be returned as part of the initial response.

Once the user has confirmed that the article is the correct article reported to be in question and the status of such article, as reported by the CPIC system, is current and correct, it can be impounded pending specific instructions from the Canadian agency that entered the article into the CPIC system. The locating agency may contact Washington INTERPOL for assistance regarding disposition of the article.

On all inquiries to Canada the user must include the reason code indicating the reason for the inquiry and the person/property insight code indicating whether the person or property is insight of the officer actually making or requesting the information.

#### **31.11.1. Article File Query Requirements (CAQ)**

The following are the different types of information that are available to United States users from the CPIC file:

- Stolen
- Lost or Missing
- Recovered, Found, or Seized
- Pawned or Loaned

Pawned or loaned status is defined as follows, *“items of property which have been accepted from individuals as collateral for loans, and for the purposes of the CPIC property file, articles obtained by direct purchase where there is reason to believe they may have been stolen.”*

The 2-character destination code will always be CN for article queries.

The serial number must be a unique number and not simply a model, stock, style, or part number. Do not enter “UNKNOWN” in this field.

\*Note – if you type in more than 16 characters, the system only searches on the last 16 characters, not the first 16 characters.

#### **31.11.2. Article File – Response (CAR)**

The user is responsible for confirming the article hit with the entering Canadian agency.

The YQ message and format are to be used for confirming all hits on the article file.

Article File Response – No Record: this occurs when no matching record was found in the Canadian file.

Article File Response – Possible Hit: if a possible hit has been made on the Canadian article file, the user determines that the article matches the article described in the record. He/she must confirm that the record is still valid with the entering agency prior to taking any action.

#### **31.12. Gun File (CGQ/CGR)**

The CPIC file provides gun file information. There may also be occasions when the gun record is associated with other records on the CPIC system. These will be returned as part of the initial response.

Each inquiry will interrogate both the stolen gun file as well as the Canadian gun registration file.

The term “gun” means any barreled weapon that can discharge a bullet or other missile, or any imitation of such a weapon. Types of weapons include:

- Revolver or pistol
- Rifle
- Shotgun
- Flint/cap/matchlock muzzleloader
- Automatic weapons (machine guns/pistols, etc.)

- Signal flare, rocket, or gas guns
- Air guns (rifle or pistol)

Once you have confirmed that the gun is the correct gun reported to be in question and the status of such gun, as reported by the CPIC system, is current and correct, it can be impounded pending specific instructions from the Canadian agency that entered the gun into the CPIC system. The locating agency may contact Washington INTERPOL for assistance regarding disposition of the gun.

States must not programmatically generate inquiries to the Canadian gun file based on routine inquiries to their state stolen gun file of NCICs stolen gun file.

On all inquiries to Canada the user must include the serial number, type, reason code indicating the reason for the inquiry and the person/property insight code indicating whether the person or property is insight of the officer actually making or requesting the information.

### **31.12.1.      *Types of Gun Information Available***

The following are the different types of information that are available to United States users from the CPIC file:

- Stolen
- Lost or Missing
- Recovered
- Pawned or Loaned

Pawned or loaned status is defined as, *“guns which have been accepted from individuals as collateral for loans, and for purposes of the CPIC gun file, guns obtained by direct purchase where there is reason to believe they may have been stolen.”*

### **31.12.2.      *Gun File Query Requirements (CGQ)***

Only CN is allowed as a destination address for the CGQ message key.

\*Note – the serial number filed will accept 23 characters but only 11 characters are stored on the CPIC file. When inquiring with more than 11 characters, the CPIC system will search only on the last 11 characters submitted, not the first 11 characters.

### **31.12.3.      *Gun File Response (CGR)***

The user is responsible for confirming the gun hit with the entering Canadian agency. The YQ message is to be used for confirming all hits on the gun file.

#### **31.12.3.1.      *Gun File Response – No Record***

This occurs when no matching record was found in the Canadian file.

**31.12.3.2. Gun File Response – Possible Hit**

If a possible hit has been made on the Canadian gun file and the user determines that the gun matches the gun described in the record, he/she must confirm that the record is still valid with the entering agency prior to taking any action.

**31.12.4. Gun Registration File Questions**

For question on information received from the Canadian gun registration file, contact:

**RCMP's Firearms Registration and Administration Section**  
**P.O. Box 8885, Ottawa, Ontario K1G3M8.**  
**ORI = ON1008100**  
**Phone = (613) 998-6365**  
**Fax = (613) 993-0218**

**31.13. Securities File (CSQ/CSR)**

This information is provided by the CPIC file. There may also be occasions when the securities record is associated with other records on the CPIC system. These will be returned as part of the initial response.

Once you have confirmed that the security is the correct security reported to be in question and the status of such security, as reported by the CPIC system, is current and correct, it can be impounded pending specific instructions from the Canadian agency that entered the security into the CPIC system. The locating agency may contact Washington INTERPOL for assistance regarding disposition of the security.

States must not programmatically generate inquiries to the Canadian securities file based on routine inquiries to their state stolen securities file or NCICs stolen securities file.

On all inquiries to Canada the user must include the reason code indicating the reason for the inquiry and the person or property insight code indicating whether the person or property is insight of the officer actually making or requesting the information.

**31.13.1. Types of Securities Information Available**

The following are the different types of securities information that are available to United States users from the CPIC file:

- Stolen
- Lost or Missing
- Pawned or Loaned
- Counterfeit
- Fraudulent and recovered securities such as bonds, currency, credit cards, IDs, traveler's checks, and passports



There are ten different types of securities. Each are assigned a two-character type code:

Code	Type of Security
BD	Corporate bonds and debentures issued by corporations, including banks, trust companies, charitable/religious groups, credit unions and co-operatives.
CC	Canadian-issued currency.
CU	Foreign-issued currency.
ID	Stolen, lost, or fraudulent identification documents.
MO	Money orders and traveler's checks.
PP	Canadian and foreign passports.
SB	Federal, provincial and municipal bonds and debentures.
ST	Stocks.
VD	Vehicle documents.
OT	All other security documents.

### 31.13.2. Securities File Query Requirements (CSQ)

Queries may be made on four different combinations.

The type field must be included on all inquiries; however, only certain types are allowed depending on what you are searching the file on. For example, for a query on "issuer" only type "ST" is permissible.

Below is a list of various data elements for the query along with the allowable types shown in parentheses:

- Serial number and type (all codes listed above)
- Corporation name and type (SB, BD, MO, OT)
- Issuer and type (ST)
- Owner name and type (BD, ID, MO, PP, SB, VD, OT)

The serial number, issuer, the corporation name, or the owner name along with the appropriate type are required as well as the reason code and person or property insight code.

The destination code for all securities file queries is CN.

\*Note – the serial number field will accept 23 characters but only 16 characters are stored on the CPIC file. When inquiring with more than 16 characters, the CPIC system will search only on the last 16 characters submitted, not the first 16 characters.

**31.13.3. Securities File Response (CSR)**

The user is responsible for confirming the security hit with the entering Canadian agency.

**31.13.3.1. Securities File Response – No Record**

This occurs when no matching record was found in the Canadian file.

**31.13.3.2. Securities File Response – Possible Hit**

If a possible hit has been made on the Canadian securities file and the user determines that the security matches the security described in the record he/she must confirm that the record is still valid with the entering Canadian agency prior to taking any action.

**31.14. Boat File (CBQ/CBR)**

This information is provided by the CPIC stolen boat file. If you need registration information send an administrative request to CPIC (ORI ON1000000) to affect a manual search.

A boat is defined as *“a watercraft, which may be a small open vessel, a large vessel or ship, propelled by oars, sails, or engines.”*

Users may also query the boat file for information on stolen motors. The inquiry is made by serial number with an optional type code.

Once you have confirmed that the boat is the correct boat reported to be in question and the status of such boat, as reported by the CPIC system, is current and correct, it can be impounded pending specific instructions from the Canadian agency that entered the boat into the CPIC system. The locating agency may contact Washington INTERPOL for assistance regarding disposition of the boat.

On all inquiries to Canada to user must include the reason code indicating the reason for the inquiry and the person or property insight code indicating whether the person or property is insight of the officer actually making or requesting the information.

**31.14.1. Types of Boat Information Available**

The following are the different types of information that are available to United States users from the CPIC file:

- Stolen
- Abandoned
- Missing

**31.14.2. Boat File Query Requirements (CBQ)**

The two character destination code will be as follows:

- For VIN inquiries only CN is allowed
- For LIC inquiries, a providence or territory code must be used

At least one of the four key fields must be included in the inquiry (LIC/BHN/REG/NAM).

When an inquiry is made on any of the four key fields, Canada will search all four indices. For example, if the query is on LIC/1234 and there is a boat hull number of 1234 it will be returned. The Canadian system does not do this to compensate for human error in recognizing which field is which.

Canada uses the prefix "HIN" for the hull number whereas the United States uses "BHN." They are synonymous.

### **31.14.3. Boat File Responses (CBR)**

The user is responsible for confirming the boat hit with the entering Canadian agency. The YQ message is to be used for confirming all hits on the boat file.

#### **31.14.3.1. Boat File Response – No Record**

This occurs when no matching record was found in the Canadian file.

#### **31.14.3.2. Boat File Response – Possible Hit**

If a possible hit has been made on the Canadian boat file, the user determines whether the boat matches the boat described in the record. He/she must confirm that the record is still valid with the entering agency prior to taking any action.

### **31.15. Criminal History File (IQ/IR, FQ/FR, AQ/AR)**

The process for accessing Canadian criminal history records from the RCMP is the same as accessing criminal history records in the United States. There are a few differences in the formats:

- Canada's unique number assigned to an individual based on fingerprints is the FPS number
- Canada has an optional field to access additional records when multiple hit on name inquiries are received
- The destination is always CN

Only agencies that are allowed access to the Triple I file are allowed access to the Canadian criminal history file.

The Identification Data Bank at the Canadian Police Information Centre (CPIC) contains two categories of criminal record data, which may be queried by U.S. agencies:

- Criminal Name Index – contains an index of name and identity information on one or more individuals.
- Full Criminal Record – contains conviction history, a summary of police-related information, and a list of police agencies who have contributed information to the subject's criminal record.

If you have questions about the accuracy or timeliness of the information in a criminal record file, contact the RCMP Records Compilation Section at ORI ON1007100.

**31.15.1. Criminal Name Index Query (IQ)**

The IQ is utilized when the agency does not have the FPS Canadian identification number. \*Note- the FBS number is Canada's version of the FBI number. It is a unique number assigned to each criminal record and backed up by fingerprints.

Responses to this type of inquiry will provide personal identification information of one or multiple individuals. Normally, CPIC will return the three records that achieved the highest score.

The user will have the option of retrieving additional records using the Request Additional Records (RAR) optional field on a subsequent request.

The user may also request that more than three records be returned on the initial query by including the RAR field in the initial query with the number of records (up to 10) the user wishes to see.

Once the identification record(s) have been returned it is at the option of the inquirer to select the individual the user is interested in and submit an FQ in order to retrieve the full criminal record on that subject. This works very much like NCICs QH/QR or Nlets interstate IQ/FQ procedures.

**31.15.2. Criminal Name Index Response (IR)**

When the user queries the CPIC criminal history file by name he/she will receive identity information only. There is no manual intervention on this response from CPIC.

If the inquiry was by FPS number a full criminal record may be returned. Full criminal records will be reviewed by the RCMP Identification Service prior to transmission to the inquirer.

**31.15.2.1. Criminal Name Index Response – No Record**

This occurs when no match is found on either the name or the FPS number.

**31.15.2.2. Positive Response Based on Name Query**

This response is based on an inquiry by name and date of birth. It provides identity information on the subject and an FPS number.

If the user wishes to access the full criminal record he/she must submit the FPS number using the FQ message. If there are more than three identification records that match the name inquiry only the three highest scoring records will be returned.

**31.15.3. Full Criminal Record Query (FQ)**

The full record query is used to obtain a full criminal record when the FPS is known.

This query will check the CPIC criminal history file and return all criminal history records that match the FPS number.

#### **31.15.4. Full Criminal Record Response (FR)**

This record may be returned when the user submits an FPS number. All criminal record information in the CPIC file will be returned, with the exception of that information not authorized to be sent internationally.

Because the RCMP Identification Service must review all records prior to sending them internationally, users may receive an interim message notifying them that they have realized a hit and it is being verified by the RCMP Identification Service Directorate.

The criminal record is laid out in three columns:

- The first column has the date in CCYY-MM-DD format and has the place of the incident.
- The second column has the charges.
- The third column has the disposition.

#### **31.15.5. Non-Retrieveable Criminal History Record**

The RCMP has some unique dissemination requirements for records transmitted internationally; therefore, it is possible to retrieve a valid identity record, request the full record using the FPS number, and receive a message that state the record matching the FPS number submitted contains only information that cannot be disseminated outside of Canada.

#### **31.15.6. Supplemental Criminal History Query/Response (AQ/AR)**

The AQ format is not accepted by Canada. All information is provided on the initial FQ.

### **31.16. Administrative Messages**

Nlets users may direct Administrative Messages to up to five destinations on the CPIC network.

Administrative Messages must include the reason for the request and the name of the requestor.

#### **31.16.1. General Administrative Messages**

These messages will generally be for investigative reasons of a broad nature to request driver license information from non-automated provinces or to send broadcast messages of international interest. These messages are reviewed by the U.S. National Central Bureau of INTERPOL in Washington D.C.

Each message must contain the reason for the request and the name of the requestor. If an address is unknown, ORION may be used to obtain the Canadian address code.

To broadcast an Administrative Message, it must be addressed to CN for a country-wide broadcast. Only narrative messages dealing with urgent operational police matters will be considered for country-wide broadcast in Canada.

Canada does not have a facility for broadcasting messages to individual provinces; therefore, messages to two character provinces or territories should not be sent. These will be reviewed by INTERPOL in the U.S. prior to forwarding to Canada.

#### **31.16.2. Accessing Non-Automated Driver License Information**

Driver license information may be accessed by name, date of birth, and sex from the six provinces and two territories that do not provide automated responses by name and date of birth. This non-automated information must be requested using an Administrative Message.

#### **31.17. *ORION***

Canada has added records for their agencies to the Nlets ORION file. You may access it in the same manner as you would a U.S. agency using the two character codes for the province or territories as the destination.

All Canadian ORIs are seven characters but two zeros are added to the end to make them nine character ORIs.

#### **31.18. *HELP Files***

There have been several HELP files assigned to Canada to assist the users in accessing this interface. The user should recognize that the RCMP supports many of the files that are accessible through the interface thus there will only be a single HELP file for these.

There will be a HELP file for each province and territory for driver license and vehicle registration information, however.

Each province and territory in Canada has the following HELP files:

- xxLICHELP
- xxOLNHELP

xx = province/territory code

Single HELP file records exist for the following information:

HELP File	Explanation
CNGENHELP	General help information on Canada
CNLIHELP	General Vehicle Registration help information.
CNOLNHELP	General Driver License help information.
CNPERHELP	Wanted Persons help information
CNVEHHELP	Stolen Vehicles help information.
CNSIRHELP	Criminal History help information
CNGUNHELP	Stolen Gun help information.
CNSECHHELP	Stolen Securities help information.
CNARTHELP	Stolen Article help information.
CNBOTHELP	Boat/Motor help information.

### 31.19. Examples

Example 1: Person file query to Canada:

```
WQ.AZNLETS20.CN.TXT
NAM/SMITH,JOHN.DOB/19500101.SEX/M.RSN/T.PPS/Y
```

Example 2: Person file response from Canada:

```

WR.CN0000000
08:00 01/01/2010 41237
08:00 01/01/2010 11236 AZNLETS20
TXT
** RESPONSE FROM CANADIAN SYSTEM - PERSONS FILE **

*****
- POSSIBLE CANADIAN CPIC 'PERSONS' FILE HIT. -

YOUR INQUIRY MAY HAVE RESULTED IN A POSSIBLE HIT RECORD
BEING RETURNED. CONFIRMATION OF THE SELECTED 'PERSONS'
RECORD 'MUST' BE ACCOMPLISHED USING A 'YQ' MESSAGE
ADDRESSED TO THE CANADIAN LAW ENFORCEMENT AGENCY
IDENTIFIED AS THE ORIGINATOR AND OWNER OF THE RECORD.

YOU MUST ADD '00' TO THE END OF THE 7-DIGIT CANADIAN
AGENCY ORI IN THE RECORD.

EXAMPLE: 'ENTERED BY: TORONTO P.D. ON30570 ON 1991-01-01'
DESTINATION ORI FOR CONFIRMATION 'YQ' MESSAGE
WOULD BE ON3057000)
*****
QUERY POSSIBLE HITS FOR PERSON
SNME: SMITH G1: JOHN
SEX: MALE DOB: 1950-01-01
REM: N,WQ,CNCBP0000,,
QUERY PERSON SEX: MALE
MAXIMUM POSSIBLE SCORE 22
NO: 1 SCORE: 4
SMITH, JOHN
**PROHIBITED** 1
SEX: MALE DOB: 1950-01-01 AGE: 62
APID: A111111111111111111111111111111A
**PROHIBITED** FIREARMS
SD: 2003-04-07 EXP: INDEF
CONDITION DESCRIPTION
1) AA111
REMARKS
1) INTERDIT TOUT ARME JUSQU'AU 2010-01-01
2) APRES LE 2010-01-01 INTERDICTION D'ARME A AUTORISATION RESTR
3) EINTTE OU PROHIBEE SEULEMENT.

CASE: 1111111111111111A
RECORD OWNER
AA11111 SPVM COUR DU QUEBEC CRIM 514-555-1234 2000-01-01 10:00
***CONFIRM WITH ORIGINATING AGENCY***
201001011011102010010108000
*** END OF CPIC RESPONSE ***
OTTAWA, CANADA

```

Example 3: Vehicle file query to Canada:

```

VQ.AZNLETS20.CN.TXT
VIN/1X1XX11X11X1111111.RSN/T.PPS/Y

```



Example 4: Vehicle file response from Canada:

```
VR.CN00000000
08:00 01/01/2010 11232
08:00 01/01/2010 11238 AZNLETS20
TXT
** RESPONSE FROM CANADIAN SYSTEM - STOLEN VEHICLE FILE **

QUERY VEHICLE
LIC: AAA111
PROV: NB
REM: N,XQ,CNCBP0000,,
QUERY VEHICLE LIC: AAA111 PROV: NB
***NOT ON FILE*** VEHICLE
QUERY RO LIC: AAA111 PROV: NB
NO: 1
LIC: AAA111 PROV: NB EXP: 2015-01-01
VIN: 1X1XX11X11X11111
TYPE: AUTO MAKE: OLDS MODEL: AG YEAR: 1990 STYLE: 4HRDTP
COLOUR: GREEN
OWNER: SMITH JOHN DOB: 1950-01-01
ADDR: 1234 ANY STREET FAIRHAVEN NB E5V1A4
***CONFIRM STATUS WITH PROVINCIAL MOTOR VEHICLE BRANCH***
20100101100021201000101100021
*** END OF CPIC RESPONSE ***
OTTAWA, CANADA
```

Example 5: Driver license file query to Canada:

```
UQ.AZNLETS20.PQ.TXT
NAM/SMITH,JOHN.DOB/19500101.SEX/M.RSN/T.PPS/Y
```

Example 6: Driver license file response from Canada:

```
UR.CN00000000
06:00 02/20/2010 41238
06:00 02/20/2010 10121 AZNLETS20
TXT
** FROM CANADA - QUEBEC R.O. SYSTEM **

REGISTRANT ID NUMBER:B2222222222222
PROV:QUEBEC
SNAME:SMITH,JOHN
DOB:1950-01-01 SEX:M EYES:GREENISH-BLUE HT:180
ADDRESS:123 ANY STREET
SAINT-CONSTANT QC POSTAL CODE:A1A1A1
REF NO:AA111AA1A1 CATEGORY:DRIVER STATUS:VALID
ISSUE DATE:2010-01-01 EXPIRY DATE:2015-01-01
CLASS: ALL VEHICLES WITH HOOKUPS OR CLASS 3 VEHICLES TOWING TRAILERS WITH A NET WEIGHT
OF 2000 KG OR MORE
BUS ADAPTED FOR MORE THAN 24 PASSENGERSE
COMMERCIAL VEHICLE OR EQUIPMENT WITH 3 AXLES OR MORE OR VEHICLE WITH 2 AXLES HAVING
A NET WEIGHT OF 4500 KG OR MORE
EMERGENCY VEHICLE
MINIBUS OR BUS ADAPTED FOR 24 PASSENGERS OR LESS
TAXI
AUTOMOBILE WITH 2 AXLES AND NET WEIGHT LESS THAN 4500 KG, MOTORHOME, SERVICE OR
UTILITY VEHICLES

OTTAWA, CANADA
```

Example 7: Vehicle registration file query to Canada:

```
XQ.AZNLETS20.ON.TXT
LIC/A1111A.RSN/T.PPS/Y
```

Example 8: Vehicle registration file response from Canada:

```
XR.CN0000000
05:00 02/01/2010 90124
05:00 02/01/2010 11234 AZNLETS20
TXT
** FROM CANADA - ONTARIO R.O. SYSTEM **

HC ON11111
IC00000
RE:LIC:A1111A PG: 01
RIN:11111111 TYPE:C
NAME:JOHN SMITH
L9R 1T9 ADDR: 123 ANY STREET,ALLISTON
VIN:1A111111A1111111 CLASS:TRL 05 MANA 942 FV WHI NO.CYL:0
STATUS:FIT POWER:UNKNOWN BRAND:NONE
LIC:A1111A STATUS:ATTACHED
TAG:0000000 EXPIRES:31DEC20

PERMIT:B2222222 ISSUED:10JUN02

ENQUIRY RESPONSE COMPLETE##

OTTAWA, CANADA
```

Example 9: Article file query to Canada:

```
CAQ.AZNLETS20.CN.TXT
SER/M11111111.TYP/RA.RSN/S.PPS/Y
```

Example 10: Article file response from Canada:

```
CAR.CN0000000
13:00 01/01/2011 11236
13:00 01/01/2011 41231 AZNLETS20
TXT
** RESPONSE FROM CANADIAN SYSTEM - ARTICLE FILE **

QUERY ARTICLE
SER: 10000
TYPE: OT
REM: N,CAQ,AZNLETS20,,
QUERY ARTICLE SER: 11111
NO:1
```

(continued next page)

```

**ARTICLE** STATUS: STOLEN TYPE: MT
ITEM: SCIE
S1: 11111
MAKE: LENNOX
REMARKS
1) KIT DE SCIES EMPORTE-PIECE
CASE: RDL-100000-000 EXP: 2015-01-01
RECORD OWNER
XX11111 SEC PUB RIVIERE-DU-LOUP 418-555-1234 2011-01-01 13:00
++ASSOCIATED TO++
**ARTICLE** STATUS: STOLEN TYPE: MT
ITEM: ANALYSEUR
S1: 1111
MAKE: PROVA
REMARKS
1) ANALYSEUR DE PUISSANCE PROVA
CASE: RDL-100000-000 EXP: 2011-01-01
RECORD OWNER
XX11111 SEC PUB RIVIERE-DU-LOUP 418-555-1234 2011-01-01 13:00
++ASSOCIATED TO++
**ARTICLE** STATUS: STOLEN TYPE: MT
ITEM: BATTERIE
S1: 11111111
MAKE: MILWAUKIE
REMARKS
1) BATTERIE 28 V
CASE: RDL-100000-000 EXP: 2015-01-01
RECORD OWNER
XX11111 SEC PUB RIVIERE-DU-LOUP 418-555-1234 2011-01-01 13:00
++ASSOCIATED TO++
**ARTICLE** STATUS: STOLEN TYPE: MT
ITEM: PINCE
S1: X11111
MAKE: FLUKEX
REMARKS
1) PINCE AMPEREMEETRIQUE
CASE: RDL-100000-000 EXP: 2015-01-01
RECORD OWNER
XX11111 SEC PUB RIVIERE-DU-LOUP 418-555-1234 2011-01-01 13:00
++ASSOCIATED TO++
**ARTICLE** STATUS: STOLEN TYPE: MT
ITEM: PERCEUSE
S1: 11111
MAKE: MILWAUKEE
REMARKS
1) PERCEUSE 3-4 350 RPM 120V
CASE: RDL-100000-000 EXP: 2015-01-01
RECORD OWNER
XX11111 SEC PUB RIVIERE-DU-LOUP 418-555-1234 2011-01-01 13:00
*** CONFIRM WITH ORIGINATING AGENCY ***
2011010113000320110101130003
*** END OF CPIC RESPONSE ***
OTTAWA, CANADA

```

Example 11: Gun file query to Canada:

```

CGQ.AZNLETS20.CN.TXT
SER/111111.TYP/OT.RSN/S.PPS/Y

```

Example 12: Gun file response from Canada:

```

CGR.CN0000000
10:00 02/10/2010 61230
10:00 02/10/2010 71239 AZNLETS20
TXT
*****

THE FOLLOWING RESPONSE IS FROM THE CANADIAN FIREARMS *
REGISTRATION SYSTEM

*****

RE: 1234
UN AA00000
II00000
Q GUN ID:B/LANG:E/
REM: L,CGQ,1111X1X11X1111X111XXXX1X111X0000/
S1: 110000/CFRO: YES/

QUERY POSSIBLE HITS FOR CFIS
SER: 111111
REM: L,CGQ,1111X1X11X1111X111XXXX1X111X0000

***NO: 1

SER: 111111
MAKE: SAVAGE MOD: MARK IIG
FIN: 212342 CLASS: NON-RESTRICTED FIREARMS
TYPE: RIFLE ACTION: BOLT ACTION
CAL: 22 LR SHOTS: 10 BL: 526
FIREARM STATUS: EXPORTED

BUSINESS ADDR: 1234 ANY ST 1234 LAKEFIELD ONT CA A0A0A0

CORP: FIRE ARMS
LIC: 10000000 LIC EXP DATE: 2015-10-10 LIC STATUS: VALID
CERT: 300000 REG STATUS: ADMINISTRATIVELY EXPIRED

```

(Continued next page)

**SER: 111111**  
**MAKE: SAVAGE MOD: MARK IIG**  
**FIN: 212342 CLASS: NON-RESTRICTED FIREARMS**  
**TYPE: RIFLE ACTION: BOLT ACTION**  
**CAL: 22 LR SHOTS: 10 BL: 526**  
**FIREARM STATUS: EXPORTED**

**BUSINESS ADDR: 1234 ANY ST 1234 LAKEFIELD ONT CA A0A0A0**

**CORP: FIRE ARMS**  
**LIC: 10000000 LIC EXP DATE: 2015-10-10 LIC STATUS: VALID**  
**CERT: 300000 REG STATUS: ADMINISTRATIVELY EXPIRED**

**\*\*\*NO: 2**

**SER: 111111**  
**MAKE: ENFIELD MOD: SPORTER**  
**FIN: 4112345 CLASS: NON-RESTRICTED FIREARMS**  
**TYPE: RIFLE ACTION: BOLT ACTION**  
**CAL: 264 WIN MAG SHOTS: 4 BL: 610**  
**FIREARM STATUS: KNOWN FIREARM**

**RESIDENCE ADDR: 2345 THIS PL SWIFT CURRENT SASK CA X0X0X0**

**SNME: SMITH G1: JOHN G2: JIM G3: JAMES DOB: 1950-01-01 SEX: M**  
**LIC: 2222222 LIC EXP DATE: 2001-01-01 LIC STATUS: EXPIRED**  
**LIC: 5555555 LIC EXP DATE: 2020-01-01 LIC STATUS: VALID**  
**CERT: 33333333 REG STATUS: REGISTERED/RECORDED VIA TRANSFER**

**TOTAL HITS: 2**

**Wed Feb 10 10:00:00 2010**

**TO CONFIRM A HIT OR REQUEST ASSISTANCE ON A SEARCH, PLEASE CONTACT THE**  
**RCMP CANADIAN FIREARMS REGISTRY BY SENDING A MESSAGE TO ORI ON80190 OR**  
**BY CALLING THE RCMP CFP POLICE HELP LINE AT 1-800-731-4000 EXTENSION**  
**2064 (ENGLISH) AND 2063 (FRENCH).**

**OTTAWA, CANADA**

Example 13: Securities file query to Canada:

**CSQ.AZNLETS20.CN.TXT SER/QD111111.TYP/PP.RSN/H.PPS/N**

Example 14: Securities file response from Canada:

CSR.CN00000000  
 11:00 01/01/2011 01236  
 11:00 01/01/2011 31231 AZNLETS20  
 TXT  
 \*\* RESPONSE FROM CANADIAN SYSTEM - SECURITY FILE \*\*  
 QUERY SECURITY  
  
 TYPE: PP  
 SNME: SMITH G1: JOHN  
 REM: N,CSQ,AZNLETS20,,  
 QUERY SECURITY  
 NO:1  
 \*\*SECURITY\*\* STATUS: LOST TYPE: PP  
 S1: AA111111  
 SNME: SMITH  
 G1: MARGE G2: ELIZABETH  
 POI: CANADA  
 CASE: PPT-20110101-111 EXP: 2015-01-01  
 RECORD OWNER PQ00000 DFAIT PASSPORT OFFICE 613-555-1234 2011-01-01 07:00  
 \*\*POINTER PERSON\*\*  
 SMITH, MARGE ELIZABETH SEX: FEMALE DOB: 1950-01-01 AGE: 61  
 REMARKS  
 1) PASSPORT HAS BEEN REPORTED LOST, UNLESS BEING HELD AS  
 2) EVIDENCE PLEASE RETURN DOCUMENT TO PASSPORT CANADA  
 3) 70 CREMAZIE GATINEAU QC K1A 0G3  
  
 CASE: PPT-20110101-111  
 RECORD OWNER XX11111 DFAIT PASSPORT OFFICE 613-555-1234 2011-01-01 07:00  
 NO:2  
 \*\*SECURITY\*\* STATUS: LOST TYPE: PP  
 S1: XX000000  
 SNME: SMITH  
 G1: TONY G2: ROBERT  
 POI: CANADA  
 CASE: PPT-20100101-000 EXP: 2015-01-01  
 RECORD OWNER PQ00001 DFAIT PASSPORT OFFICE 613-555-1234 2011-01-01 06:00  
 \*\*POINTER PERSON\*\*  
 SMITH, TONY ROBERT SEX: MALE DOB: 1950-01-01 AGE: 61  
 REMARKS  
 1) PASSPORT HAS BEEN REPORTED LOST, UNLESS BEING HELD AS  
 2) EVIDENCE PLEASE RETURN DOCUMENT TO PASSPORT CANADA  
 3) 70 CREMAZIE GATINEAU QC K1A 0G3

(continued next page)

CASE: PPT-20110101-111  
 RECORD OWNER XX11111 DFAIT PASSPORT OFFICE 613-555-1234 2011-01-01 07:00  
 NO:2  
 \*\*SECURITY\*\* STATUS: LOST TYPE: PP  
 S1: XX000000  
 SNME: SMITH  
 G1: TONY G2: ROBERT  
 POI: CANADA  
 CASE: PPT-20100101-000 EXP: 2015-01-01  
 RECORD OWNER PQ00001 DFAIT PASSPORT OFFICE 613-555-1234 2011-01-01 06:00  
 \*\*POINTER PERSON\*\*  
 SMITH, TONY ROBERT SEX: MALE DOB: 1950-01-01 AGE: 61  
 REMARKS  
 1) PASSPORT HAS BEEN REPORTED LOST, UNLESS BEING HELD AS  
 2) EVIDENCE PLEASE RETURN DOCUMENT TO PASSPORT CANADA  
 3) 70 CREMAZIE GATINEAU QC K1A 0G3  
  
 CASE: PPT-20100101-001  
 RECORD OWNER PQ00001 DFAIT PASSPORT OFFICE 613-555-1234 2011-01-01 06:00  
 NO:3  
 \*\*SECURITY\*\* STATUS: LOST TYPE: PP  
 S1: 111111  
 SNME: SMITH  
 G1: JIMMY G2: M  
 POI: SAINT LUCIA, AMERICAS  
 REMARKS  
 1) PASSPORT  
 CASE: 1111111.X11 EXP: 2015-01-01  
 RECORD OWNER  
 ON11111 TORONTO PS RECORDS 416-555-1234 2011-01-01 16:00  
 \*\*POINTER PERSON\*\*  
 SMITH, JIMMY M  
 SEX: MALE DOB: 1950-01-01 AGE: 61  
 ADDR: 1234 ANY STREET, TORONTO ONTARIO  
 REMARKS  
 1) OWNER OF LOST ID  
  
 CASE: 1111111.X11  
 RECORD OWNER  
 ON11111 TORONTO PS RECORDS 416-555-1234 2011-01-01 16:00  
 \*\*\* CONFIRM WITH ORIGINATING AGENCY \*\*\*  
 2011010114003420110101140034  
 \*\*\* END OF CPIC RESPONSE \*\*\*  
 OTTAWA, CANADA

Example 15: Boat file query to Canada:

CBQ.AZNLETS20.CN.TXT  
 BHN/XXX11111X111.RSN/S.PPS/N

Example 16: Boat file response from Canada:

```

CBR.CN0000000
09:00 01/01/2011 01234
09:00 01/01/2011 31230 AZNLETS20
TXT
** RESPONSE FROM CANADIAN SYSTEM - BOAT/MOTOR FILE **
*****
- POSSIBLE CPIC 'BOAT/MOTOR' FILE HIT. -
YOUR INQUIRY MAY HAVE RESULTED IN MULTIPLE RECORDS BEING RETURNED.

CONFIRMATION ON THE SELECTED 'BOAT/MOTOR' MUST BE ACCOMPLISHED USING
A 'YQ' MESSAGE ADDRESSED TO THE CANADIAN LAW ENFORCEMENT AGENCY
IDENTIFIED AS THE ORIGINATOR OF THE RECORD.

YOU MUST ADD '00' TO THE END OF THE 7-DIGIT CANADIAN AGENCY ORI
IN THE RECORD.
(EXAMPLE: 'TORONTO PD ON30570 1991-01-01 12:00'
DESTINATION ORI FOR CONFIRMATION WOULD BE ON3057000)
*****
QUERY BOAT
BOATID: 11XXXXXX
REM: N,CBQ,AZNLETS20,,
QUERY BOAT BOATID: 11XXXXXX
NO: 1
**BOAT** STATUS: STOLEN TYPE: POWERBOAT LIC: 11XXXXXX
NAME: MANSPLEASURE HIN: XXXXXXXX
PROP: INBOARD MLG: 4 M ( 13 FT )
CASE: ACUPIES TEST-02 EXP: 2015-01-01
RECORD OWNER XX11111 CPIC-CENTRE-FIELD-SERVICE 111-111-1111 2010-01-01 15:00
***CONFIRM WITH ORIGINATING AGENCY***2011010110080020110101100800***
END OF CPIC RESPONSE
***OTTAWA, CANADA

```

Example 17: Criminal name index query to Canada:

```

IQ.AZNLETS20.CN.TXT
PUR/C.ATN/NLETS_ANALYST.NAM/SMITH,JOHN.DOB/19500101.SEX/M

```



Example 18: Criminal name index response from Canada:

```

IR.CN0000000
12:00 01/01/2010 41233
12:00 01/01/2010 81231 AZNLETS20
TXT
** RESPONSE FROM CANADIAN SYSTEM - CRIMINAL NAME INDEX FILE **
ATN/NLETS_ANALYST

*****
- POSSIBLE CPIC CRIMINAL NAME INDEX FILE HIT. -

- THIS IS NOT A CRIMINAL RECORD -

THIS RECORD MAY OR MAY NOT PERTAIN TO THE SUBJECT OF YOUR ENQUIRY.
POSITIVE IDENTIFICATION CAN ONLY BE CONFIRMED THROUGH SUBMISSION
OF FINGERPRINTS TO RCMP IDENTIFICATION SERVICES DIRECTORATE,
OTTAWA, ONTARIO, CANADA.

TO OBTAIN THE CRIMINAL HISTORY ASSOCIATED WITH YOUR ENQUIRY,
SUBMIT THE APPROPRIATE NLETS TRANSACTION USING THE 'FPS' NUMBER
FROM THE RECORD.
*****

RESPONDENTS 2 FOR:
SMITH JOHN
SEX: M DOB: 19500101
>>>QUERY REMARKS: N,IQ,AZNLETS20,,NLETS_ANALYST
QUERY VALUE 30

RESPONDENT SCORE: 01

FPS: 111111A FPC:W01,W02,W03,W04,W05,W06,W07,W08,W09,W10
FILE OPEN

MALE, BORN 1950-01-01, NFLD, AGE-NOW 62
EYES BLUE, WAS 155 CM ( 5FT 01IN) 081 KG ( 178LBS) IN 2003-12
KNOWN-AS:.... 01....SMITH; JOHN

RESPONDENT SCORE: 01

FPS: 11111B FPC:W01,W02,W03,W04,W05,W06,W07,W08,W09,W10
FILE OPEN

MALE, WHITE, BORN 1950-01-01, ONT, AGE-NOW 62
EYES BLUE, WAS 160 CM ( 5FT 03IN) 050 KG ( 110LBS) IN 1991-12
MARKS NONE
KNOWN-AS:.... 01....SMITH;JOHN
2010010113005820100101130058
*** END OF CPIC RESPONSE ***
OTTAWA, CANADA

```

Example 19: Full criminal record query to Canada:

```

FQ.AZNLETS20.CN.TXT
PUR/C.ATN/NLETS_ANALYST.FPS/111111A

```

Example 20: Full criminal record response from Canada:

```

FR.CN0000000
17:00 01/01/2010 41236
17:00 01/01/2010 91233 AZNLETS20
TXT
** RESPONSE FROM CANADIAN SYSTEM - CRIMINAL HISTORY FILE **
ATN/NLETS_ANALYSTX174
FPS:111111A

Q CR LANG:E LVL: 1
REM: N,FQ,AZNLETS20,,X174

*ROYAL CANADIAN MOUNTED POLICE - IDENTIFICATION SERVICES
*RESTRICTED - INFORMATION SUPPORTED BY FINGERPRINTS SUBMITTED BY LAW
*ENFORCEMENT AGENCIES - DISTRIBUTION TO AUTHORIZED AGENCIES ONLY.
FPS: 111111A
SMITH. JOHN

*CRIMINAL CONVICTIONS CONDITIONAL AND ABSOLUTE DISCHARGES
*AND RELATED INFORMATION
2001-01-01      DRIVING WITH MORE THAN 80      $920 I-D 19 DAYS
WOODSTOCK NB    MGS OF ALCOHOL IN BLOOD                & PROH DRI 1 YR
                                                    SEC 253(B) CC
                                                    (RCMP WOODSTOCK
                                                    03-2558)

*END OF CONVICTIONS AND DISCHARGES
2010010120001120100101200011
*** END OF CPIC RESPONSE ***
OTTAWA, CANADA

```

## 32. Communicating with Mexico (DQ/DR, RQ/RR)

This section describes Nlets user access to Mexican Commercial Driver License (DQ/DR) and Commercial License Plate records (RQ/RR).

Effective November 21, 1991 the United States recognized the commercial driver license issued by the Secretaria de Comunicaciones y Transportes (SCT), the Licencia Federal de Conductor, as being comparable to a U.S. issued commercial driver license (CDL).

U.S. enforcement officers can encounter Mexican drivers with a licencia federal legally operating a commercial motor vehicle in the U.S., as Mexican for-hire carriers can legally operate from Mexico through the U.S. to a destination in Canada.

Though rare, such movements are legal because the carrier is not engaged in commerce in the U.S., and thus does not need U.S. operating authority issued by the U.S. Department of Transportation (US DOT), Federal Motor Carrier Safety Administration (FMCSA). Such operations do need to comply with all safety and other requirements (i.e., driver licensing, fuel taxes, registration taxes, vehicle safety, etc.

In addition, Mexican based (domiciled) private carriers, principally owned by a U.S. investor, may obtain operating authority from the FMCSA to operate anywhere in the United States.

There are a number of companies which claim this is their ownership status and have obtained this type of operating authority. Although they may legally operate anywhere in the U.S., these carriers are restricted to hauling private carriage (their own products). It is also possible for a Mexican domiciled company to get similar authority for hauling exempt commodities (basically agricultural). All such Mexican companies can use Mexican drivers with a licencia federal issued by the SCT to operate their commercial vehicles in the United States.

### **32.1. Mexican Commercial Driver License**

The Licencia Federal Information System (LIFIS) responds to Nlets users driver license queries (DQ) regardless of the type of ORI assigned to them (e.g., FBI, Nlets).

Users can inquire to LIFIS to obtain license and status information about federally issued Mexican commercial driver licenses just as such driver license queries can be made to U.S. state driver license files for any U.S. issued license.

A license status inquiry to LIFIS is made by addressing a driver license query (DQ) message to the destination address "MX." At this time the LIFIS application only supports requests using the operator license number (OLN). Name and date of birth inquiries are not supported but are expected to be in the future.

On inquiries, the current version of the Licencia Federal Information System (LIFIS) requires the driver license inquiry message (DQ) to include the class(es) shown on the document at the end of the OLN field.

### **32.2. HELP Files**

The LIFIS provides a variety of help or support functions. These are grouped into three categories:

- Automatic application diagnostic responses
- Online request-able HELP files, and
- Person-to-person help

#### **32.2.1. Automatic Diagnostic Responses/Error Messages**

There are a large number of analysis filters built into the LIFIS system. They assist users by identifying, in detail, whether the inquiry information may have been entered incorrectly, and if so, what the user should double check.

\*Note – See page 185 for a list of automatic diagnostics and a list of test driver license numbers.

#### **32.2.2. Online HELP files**

Users may access the standard HELP file Nlets has always supported for providing explanatory or supplementary information provided by the application. It will cover highlights of Mexican federal commercial driver licenses and the Licencia Federal Information System (LIFIS).

The HELP file is accessed by sending an Administrative Message to: MXOLNHELP.

Also, the LIFIS application supports a number of detailed application-specific HELP files. All of these are obtained by sending a driver license query (DQ) to the LIFIS with the correct OLN identifying which HELP file the user want to receive as a response. This is done by sending a DQ addressed to MX. In the OLN field place one of the following values:

<b>HELP</b>	<b>You will receive definitions of other available help messages.</b>
<b>HELPDEF</b>	<b>You will receive short definitions for all Mexican categorías.</b>
<b>HELPOLN</b>	<b>You will receive rules for constructing a correct OLN for an inquiry to the LIFIS.</b>
<b>HELPTESTGOOD</b>	<b>You will receive the list of test OLN's contained on this page.</b>
<b>HELPTESTERROR</b>	<b>You will receive the list of test OLN's illustrating responses you will get for different input errors.</b>

### 32.2.3. Person-to-Person HELP

A toll-free number is supported by the designated Federal Motor Carrier Safety Administration (FMCSA) provider, TML Information Services, for answering questions regarding responses provided by LIFIS.

The number for LIFIS data questions is: 800-743-7891.

If you are calling during the day the phone will be answered by an automated response unit. The correct menu selection is #5. This toll-free number may also be used to report requests for improvements, revisions, etc.

Decisions on changes, upgrades, etc. will primarily be made at the FMCSA headquarters offices in Washington, D.C. Users are encouraged to identify problems, difficulties, recommended improvements, etc.

The LIFIS contains both an identification of which version of LIFIS is responding to each inquiry and a message reference number. Thus, any user who does not understand a response received or has a suggestion for a change in the data received, can use the LIFIS version number and message number as part of explaining what response they received.

### 32.3. *Driver License Query Requirements*

To send a driver license query (DQ) to the Mexican LIFIS application the following entries are required:

- Destination code "MX"
- License number from the license document – must always include the alphabetic characters, which are the beginning of the license number
- All information is provided in English

In the near future there are plans to begin supporting a driver history (KQ) capability. Initially this will be for convictions that result from citations issued by U.S. enforcement while the driver was operating in the United States. This capability to respond to a KQ query was expected to begin initial operations sometime in 2000.

#### **32.4.      *Test Driver License Number and Category Values***

\*Note – these test OLN values must be entered exactly or an error message likely will be received in response instead of the expected illustrative results.

##### **32.4.1. Test Driver License Number Responses**

The responses to these test driver license numbers demonstrates what the user will receive in response to an inquiry about a license number that conform to all of the rules:

<b>Response Code:</b>	<b>Explanation:</b>
<b>FIRST123456C</b>	The response, msg # 1, is for a driver who is not yet in the database, and this is the first inquiry ever received for that driver.
<b>SUBSE123456C</b>	The response, msg # 2, is for a subsequent inquiry on a driver who was previously inquired about, but has not yet been verified by Mexico, and is within the currently allowed 15 day grace period.
<b>GOOD123456AC</b>	The response, msg # 3, is for a driver who is in the database, has a valid license, and no restrictions.
<b>RSEYE123456E</b>	The response, msg # 4, is for a driver who is in the database, has a valid license, a restriction for wearing eye glasses, and the equivalent of an endorsement for carrying hazardous materials.
<b>RSMEY123456B</b>	The response, msg # 5, is for a driver who is in the database, has a valid license, but is restricted to operating a CMV only in Mexico, i.e. is NOT valid to operate a CMV in the U.S.
<b>DISQU123456A</b>	The response, msg # 6, is for a driver who is in the database as having previously had a valid license, but has subsequently been disqualified from operating a CMV in the U.S.
<b>BAD123456B</b>	The response, msg # 7, is for a driver license number that was not issued.
<b>EXPIR123456C</b>	The response, msg # 8, is for a driver license number that was confirmed by Mexico at some point in the past, but has more recently been confirmed with Mexico to be expired.
<b>RENEW123456B</b>	The response, msg # 9, is for a driver license number that was confirmed by Mexico at some point in the past, but now needs to be reconfirmed to verify if the driver has obtained the required two year re-validation.
<b>MULTI123456ADE</b>	The response, msg # 10, is for a driver who has a combination of categorías. This example shows that categoría E was not issued, and that categorías A and D were issued, but on different dates.
<b>ZCHIH2000201234C</b>	The response, msg # 11, is for the special case of a license number with more than six (6) digits issued by the State of Chihuahua, and with a non-alphanumeric dash (-) shown on the license document, but omitted from the inquiry. Note. There is a corresponding error message shown below for this special case where the user included the non-alphanumeric character (dash), and therefore will receive an error message, provided the user's system will allow sending a non-alphanumeric character in an OLN.
<b>NORSP123456C</b>	The response, msg # 12, is for records where the driver has been encountered in the U.S., an inquiry made on the status of the driver, and the record was either not in the database, or needed to be updated, e.g. to verify whether the driver obtained the necessary two-year re-validation, and Mexico City headquarters failed to respond within the interim 15 days allowed.

### 32.4.2. Error Messages

Version 2.2 of LIFIS has seven possible error details explaining specific problems that could occur with the driver license number that was entered. The appropriate explanatory detail would be received in the section of the error message labeled as 'Error Details.'

The error response messages are numbered consecutively, 21-27 as follows:

<b>Error #:</b>	<b>Error Message:</b>
<b>21</b>	<b>YOU DID NOT INCLUDE THE LETTERS WHICH ARE THE BEGINNING OF THE LICENSE NUMBER. NOTE: IF THE LICENSE DOCUMENT SAYS IT IS A LICENCIA FEDERAL, AND DOES NOT HAVE LETTERS AS THE BEGINNING OF THE LICENSE NUMBER, THEN THE DOCUMENT PROBABLY IS FRAUDULENT. TAKE APPROPRIATE ACTION.</b>
<b>22</b>	<b>THE LETTERS YOU INCLUDED AS THE BEGINNING OF THE LIC. No. ARE NOT FOR A VALID MEXICAN FEDERAL OFFICE THAT ISSUES LICENCIAS FEDERALES. NOTE: IF THE DOCUMENT SAYS IT IS A LICENCIA FEDERAL, AND THESE ARE THE LETTERS THAT ARE THE BEGINNING OF THE LICENSE NUMBER, THEN THE DOCUMENT PROBABLY IS FRAUDULENT. TAKE APPROPRIATE ACTION.</b>
<b>23</b>	<b>YOU DID NOT INCLUDE A VALUE AT THE END OF THE OLN FOR A CLASS (CATEGORIA) YOU WANT TO VERIFY. THE CATEGORIA(S) YOU SHOULD INCLUDE AT THE END OF THE OLN ARE SHOWN ON THE UPPER, RIGHT FRONT OF THE LICENSE DOCUMENT OVER THE PHOTO. NOTE: IF THE LICENSE DOCUMENT SAYS IT IS A LICENCIA FEDERAL, AND THERE IS NO CATEGORIA OVER THE PHOTO ON THE DOCUMENT, THEN THE DOCUMENT PROBABLY IS FRAUDULENT. TAKE APPROPRIATE ACTION</b>
<b>24</b>	<b>THERE ARE TOO MANY NUMERIC DIGITS IN THE NUMBER ENTERED. NOTE: IF THE LICENSE DOCUMENT SAYS IT IS A LICENCIA FEDERAL, AND THERE ARE THIS MANY NUMERIC DIGITS IN THE LICENSE NUMBER, THEN THE DOCUMENT PROBABLY IS FRAUDULENT. TAKE APPROPRIATE ACTION.</b>
<b>25</b>	<b>A LICENCIA FEDERAL LICENSE NUMBER DOES NOT HAVE MORE THAN FIVE LETTERS AS THE BEGINNING OF THE OPERATOR LICENSE NUMBER. THIS ENTRY HAS TOO MANY LETTERS. NOTE: IF THE LICENSE DOCUMENT HAS THIS MANY LETTERS AS THE BEGINNING OF THE LICENSE NUMBER, THEN THE DOCUMENT IS PROBABLY FRAUDULENT. TAKE APPROPRIATE ACTION.</b>
<b>26</b>	<b>ONLY LETTERS AND NUMBERS MAY BE ENTERED. IF THE LICENSE NUMBER ON THE DOCUMENT CONTAINS A NON-ALPHANUMERIC CHARACTER, RESUBMIT THE INQUIRY WITHOUT THE NON-ALPHANUMERIC CHARACTER.</b>
<b>27</b>	<b>YOU ENTERED A LETTER IN ONE OF THE SIX NUMERIC POSITIONS WHICH MUST CONTAIN ONLY NUMERIC DIGITS. NOTE: IF THE LICENSE DOCUMENT SAYS IT IS A LICENCIA FEDERAL, AND THERE IS A LETTER IN THE NUMERIC PORTION OF THE LICENSE NUMBER, THEN THE DOCUMENT PROBABLY IS FRAUDULENT. TAKE APPROPRIATE ACTION.</b>

The responses to these test records demonstrate the analysis information the user will receive in response to a license number that does not conform to all of the rules for the interim LIFIS:

Response Code:	Explanation:
123456A	The response, msg # 21, is for a license number that does not contain the required beginning letters from the license document.
WLOCA123456B	The response, msg # 22, is for a license number that begins with letters that are not a valid combination for an existing Mexican SCT office.
MISSC123456	The response, msg # 23, is for a license number which does not provide at least one categoria at the end of the license number.
TOOMN12345678901E	The response, msg # 24, is for a license number that includes too many digits in the number for all locations.
TOOMLETTERS12A	The response, msg # 25, is for a license number that includes too many letters at the beginning of the license number. Currently they generally do not exceed 5.
ZCHIH2-000223456C	The response, msg # 26, is for a license number that contains a non-alphanumeric character. The user is advised to omit the non-alphanumeric character and resubmit the inquiry. Some systems contain internal edits and will not allow sending this as a value for a license number (OLN).
LTR1234E6A	The response, msg # 27, is for a license number with a letter in one of the 6 digit positions normally following the introductory letters, but before the final categoria.
INCORR123456D	The response, msg # 30, is for what the user may receive if a test ONL value is incorrectly entered. More likely, the user will get a normal analysis error message.

### 32.5. *Mexico Commercial License Plate File*

The Mexico commercial license plate file is housed in Mexico City and is provided to Nlets through the Federal Motor Carriers Safety Administration's (FMCSA) connection in New York. All commercial vehicles in Mexico that cross Mexican state boundaries and into the United States are required to be federally registered and included in this file. If the vehicle is commercial and you receive a "not on file" response, it is not registered and is in violation of U.S. DOT operating authority. Queries can be run by license plate only.

More information may be obtained by contacting TML Information Services 800-743-7891 then select #5 for Mexico check services via Nlets. This file has been available for many years so it is very possible that your message switch may already be prepared to send RQs to destination MX.

The following records can be used for testing:

- LIC/014DD1 LIY/2002 LIT/PC
- LIC/AA3649 LIY/2011 LIT/PC

MX responds to an RQ only on federal license plate registration (interstate CMV). Mexican state issued license plates are not in the database; therefore, any query to a Mexican state credential will result in a negative response.



If an MX RQ results in a “not on file,” the vehicle is not registered in Mexico and is in violation of U.S. DOT operating authority.

The following are possible license plate status codes:

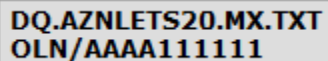
- Assigned (only positive status)
- Available
- Cancelled
- Stolen or Lost
- Withdrawal per rule
- Damaged
- Withdrawal notice
- Withdrawal impounded
- Not received
- Withdrawal exchanged
- Without decal
- Incomplete data entry
- Preventative seizure
- Missing
- Withdrawal new name
- Under inspection

The following are possible registrant status codes:

- Registered
- Withdrawn
- Suspended
- Bankrupt
- Withdrawn/merger
- Under investigation

### **32.6. Examples**

Example 1: Driver license query to Mexico:



DQ.AZNLETS20.MX.TXT  
OLN/AAAA111111

Example 2:

Driver license response from Mexico:

```

DR.MXLIC0000
09:00 01/01/2012 11234
09:00 01/01/2012 61230 AZNLETS20
TXT
GARCIA-MARTINEZ@JUAN
LICENSING OFFICE/, , MEXICO.
MAILING ADDR/USUMACINTAS, AZTECA, JUAREZ,
JUAREZ, CHIHUAHUA 31111, MEXICO.
SEX/M. DOB/01011950. HGT/5 10. WGT/236. EYE/. RFC/XXXX111111.
RSTR/EYE GLASSES.
OLN/AAAA111111.
CATEGORIA/A. EXPIRES/01012020. STATUS/VALID.
OLT/B - TRUCK & TRACTOR WITH MORE THAN 3 AXLES, DOUBLES/TRIPLES,
TANKS; NO HAZARDOUS MATERIAL.

NOTE: MX ELICENCIA IS UP: RESPONSE COMES FROM MX ELICENCIA

```

Example 3: Commercial license plate query to Mexico:

```

RQ.AZNLETS20.MX.TXT
LIC/111XX1.LIY/2013.LIT/PC

```

Example 4: Commercial license plate response from Mexico:

```

RR.MXLIC0000
11:00 01/01/2011 01239
11:00 01/01/2011 81239 AZNLETS20
TXT
LIC/111XX1
TRANSPORTES JUAN GARCIA, S.A. DE C.V.
AV. HECTOR MARTINEZ, FRACC. ALAMEDA, CD. JUAREZ, CHIH 32000.
VIN/1XXXXXXX1XXX11111.VYR/2000.ENGINE_NO/11111111
LIT/TRACTOR - 3 AXLES.VMA/MEXICO
LIC_STATUS/ASSIGNED.LIC_ISSUED/01012005
REGISTRANT_RFC/AAA1111111A1.REGISTRANT_STATUS/REGISTERED
LIC_CLASS/FREIGHT MOTOR.VST/TRACTOR
LIC_SERVICE/GENERAL

NOTE: THIS IS A RESPONSE FROM MX AUTHORIZATIONS INFORMATION SYSTEM

```

### 33. Amber Alert (AA)

To send a message to more than one state, enter multiple state codes. A message may be sent to a maximum of five destinations. Each terminal designated as a destination in the input message receives a message with a single ORI.

#### 33.1. Example

Example 1: Amber Alert message received by a user:

```

AA.AZNLETS20
10:00 01/01/2011 71238
10:00 01/01/2011 31234 AZ
***** HIGH PRIORITY MESSAGE *****
***** NLETS AMBER ALERT *****
***** ACTIVATION *****
AGENCY DATA:
REQUESTING AGENCY: AZ STATE POLICE PHOENIX
AUTHORIZING OFFICER: LT J SMITH
AGENCY PHONE: 602-555-1234
NCIC NUMBER: A111111111
DATE OF ABDUCTION: 20110101
TIME OF ABDUCTION: 0400
ABDUCTION LOCATION: 1234 ANY STREET PHOENIX, AZ
CAUTION CONDITION: INVOLVED IN POSSIBLE HOMICIDE
VICTIM 1 DATA:
VICTIM # 1: SMITH, SUSIE
DATE OF BIRTH: 20000101
AGE: 11
HEIGHT: 400
WEIGHT: 110
HAIR: BLN
EYES: HAZ
SEX: F
RACE: W
VICTIM 1 CLOTHING: WEARS BLACK FRAME GLASSES WITH PINK DIAMONDS ON SIDES
VEHICLE DATA:
LICENSE PLATE NUMBER: 111AAA
LICENSE PLATE STATE: AZ
LICENSE PLATE TYPE: PC
VEHICLE YEAR: 2005
VEHICLE MAKE: CHEV
VEHICLE MODEL: LUM
VEHICLE COLOR: RED
OTHER IDENTIFIERS: PAINT PEELING FROM TRUNK
REMARKS: ***CAUTION*** POSSIBLY INVOLVED IN HOMICIDE
SIGNED: CAPT JOHN SMITH U/23
AUTHORITY: MAJ JOHN SMITH U/9
TIME: 1000
AGENCY: AZ STATE POLICE HEADQUARTERS AA2000 OPR/2440 UNI/9

```

### 34. INTERPOL Transactions (IPQ/IPR, FPQ/FPR, IVQ/IVR, FVQ/FVR, ITQ/ITR, FTQ/FTR)

Access to INTERPOL records via Nlets provides information on international wanted persons, stolen vehicles, and stolen travel documents.

#### 34.1. Message Keys

Inquiries to INTERPOL include:

- IPQ – Wanted Person Query
- FPQ – Wanted Person Query – Full Report
- IVQ – Stolen Vehicle Query
- FVQ – Stolen Vehicle Query – Full Report
- ITQ – Stolen Travel Document Query
- FTQ – Stolen Travel Document Query – Full Report

All transactions to INTERPOL must have a destination of "IP."

### **34.2.      *HELP File***

Nlets does not provide an automated HELP file for INTERPOL transactions. Questions regarding INTERPOL queries should be directed to:

- INTERPOL headquarters offices via phone at 202-616-3900 or
- INTERPOL headquarters offices via Administrative Message to DCINTER00 or
- Nlets control center at 800-528-4020

More information on INTERPOL along with test records can be obtained by sending an Administrative Message to IPADMHELP.

### **34.3.      *Examples***

Example 1: Wanted person query:

```
IPQ.AZNLETS20.IP.TXT
NAM/SMITH,JOHN.DOB/19500101
```

Example 2: Wanted person response:

```
IPR.DCINTER00
10:21 11/22/2011 58376
10:21 11/22/2011 36926 MI8202599
TXT
Possible Interpol Matches:

Subject: JOHN JACOB SMITH
DOB: 1950-01-01
ID: 2000/11111

Original Query Data
Name:SMITH,JOHN
DOB:1950-01-01
```

Example 3: Wanted person query – full report:

```
FPQ.AZNLETS20.IP.TXT
EID/2000/11111
```

Example 4: Wanted person response – full report:

**FPR.DCINTER00**  
**06:13 12/22/2011 91497**  
**06:13 12/22/2011 28275 AZNLETS20**  
**TXT**  
**Interpol Record**  
 Your query of the Interpol ASF database has resulted in a positive "hit" and an alarm message has been sent to the country that submitted the information and the Interpol-United States National Central Bureau (USNCB) at the U.S. Department of Justice in Washington, D.C. Before taking any further action on this matter, you must contact the USNCB immediately at (202) 616-3900 to confirm the validity of the information obtained and coordinate any follow-up action on the information. NOTE: Under U.S. Law, the existence of charges in another Country alone DO NOT authorize the subjects arrest in the United States. However the foreign charges and the present circumstances MAY provide a basis under the laws and regulations applicable to your jurisdiction to detain the subject, at least temporarily, in order to obtain additional information.

**Subject Information (WANTED Purpose: ARREST)**  
**Name: SMITH,JOHN**  
**DOB: 1950-01-01**  
**Criminal History**  
**Offense: BRIBERY/CORRUPTION**  
**Offense: FRAUD**  
**Person Qualification: CRIMINAL**

**Metadata**  
**Original Query Data**  
**Entity ID: 2000/11111**

Example 5: Stolen vehicle query:

**IVQ.AZNLETS20.IP.TXT**  
**VIN/XX1XX11X11X111111**

Example 6: Stolen vehicle response:

**IVR.DCINTER00**  
**03:00 01/01/2010 71234**  
**03:00 01/01/2010 51231 AZNLETS20**  
**TXT**  
**Possible Interpol Matches:**  
  
**VIN:XX1XX11X11X111111**  
**Interpol ID: AAA1A11111111111A1111111A111AA11**

**Original Query Data**  
**VIN:XX1XX11X11X111111**

Example 7: Stolen vehicle query – full report:

**FVQ.AZNLETS20.IP.TXT**  
**EID/111111111**

Example 8: Stolen vehicle response – full report:

**FVR.DCINTER00**  
**02:00 01/01/2010 51233**  
**02:00 01/01/2010 88944 AZNLETS20**  
**TXT**  
**Interpol Record**  
 Your query of the Interpol ASF database has resulted in a positive "hit" and an alarm message has been sent to the country that submitted the information and the Interpol-United States National Central Bureau (USNCB) at the U.S. Department of Justice in Washington, D.C. Before taking any further action on this matter, you must contact the USNCB immediately at (202) 616-3900 to confirm the validity of the information obtained and coordinate any follow-up action on the information. NOTE: This information MAY provide the basis for additional investigation, seizure, and/or charges under the laws and regulations applicable to your jurisdiction.  
**Original Query Data**  
**VIN: 111111111**

Example 9: Stolen travel document query:

**ITQ.AZNLETS20.IP.TXT**  
**DID/AA111111**

Example 10: Stolen travel document response:

**ITR.DCINTER00**  
**09:37 11/23/2011 75016**  
**09:37 11/23/2011 66319 AZNLETS20**  
**TXT**  
**Possible Interpol Matches:**  
  
**ID: AA11111**  
**Type: Passport**  
**Country: ISRAEL**  
**Interpol ID: 111AAA1AA1A11AAA1AA11111A11111A1**  
  
**Original Query Data**  
**Document ID:AA111111**

Example 11: Stolen travel document query – full report:

**FTQ.AZNLETS20.IP.TXT**  
**EID/11AAA111AA1A11A111AA1111AA1111A1**

Example 12: Stolen travel document response – full report:

```

FTR.DCINTER00
01:14 12/22/2011 83142
01:14 12/22/2011 85359 AZNLETS20
TXT
Interpol Record
Your query of the Interpol ASF database has resulted in a positive "hit" and an alarm message has been sent to the
country that submitted the information and the Interpol-United States National Central Bureau (USNCB) at the U.S.
Department of Justice in Washington, D.C. Before taking any further action on this matter, you must contact the
USNCB immediately at (202) 616-3900 to confirm the validity of the information obtained and coordinate any
follow-up action on the information.NOTE: U.S. Law does not provide the authority to arrest based on this
information alone. However, this information MAY provide the basis for additional investigation, seizure, and/or
charges under the laws and regulations applicable to your jurisdiction related to false identification.

Theft
Date: 20010505
Country: GERMANY ( )

Metadata

Original Query Data
Entity ID: 11AAA111AA1A11A111AA1111AA1111A1

```

## 35. International Fuel Tax Association (IFTA) (FQC/FRC)

### 35.1. Overview

The purpose of the International Fuel Tax Association (IFTA) transaction is to identify companies severely delinquent in paying their fuel taxes. The inquiry will search the IFTA database and return exact matches based upon the Federal Identification Number.

This resource enables access to real-time data to Nlets members responsible for roadside enforcement of fuel tax laws. All information obtained via the Nlets system may be used only for criminal justice purposes. Improper use could result in suspension or complete termination of Nlets access.

This section describes how agencies may query a record in the IFTA database through Nlets. The inquiry (FQC) will search for revoked carriers and return exact matches on the Federal Identification Number.

There may be multiple responses if more than one state or province has entered a company onto the file. When a hit is made the system will access the contact information for the state or province that entered the record and insert the contact information into the response (FRC) as listed below:



### **35.2.     *Assuring the Integrity of the File***

There is an IFTA Commissioner in each state that will be responsible for his/her states data on the file. The IFTA Commissioner will decide who can enter records within the state or province and will sign agreements and determine who will be in the contact file. They are also responsible for validation of the file.

### **35.3.     *Assignment of ORIs***

Only law enforcement, criminal justice, or "S" ORIs with an "IFT" in the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> character can access the file. Nlets will assign "S" ORIs to all IFTA users. Non-criminal justice users that have been assigned an NCIC ORI may NOT access the IFTA file. They must use an Nlets assigned "S" ORI. These ORIs must be in ORION.

### **35.4.     *HELP File***

Information on IFTA along with a test record can be obtained by sending an Administrative Message to FTADMHELP. Additional information on the International Fuel Tax Association can be found at <http://www.iftach.org>

### **35.5.     *Examples***

Example 1: IFTA query by organization:

```
FQC.AZNLETS20.FT.TXT
FEI/AZ22590687501
```

Example 2: IFTA positive response:

```
FRC.FT0000000
09:00 01/01/2012 11236
09:00 01/01/2012 31238 AZNLETS20
TXT
IFTA Number: AZ22590687501
Organization Name: JOHN SMITH
Doing Business As Name: JOHN TRUCKING
Jurisdiction: AZ
Contact Number: (602) 555-1234
Status: Revoked as of 20100101
```

Example 3: IFTA negative response:

```
FRC.FT0000000
13:00 01/01/2010 01232
13:00 01/01/2010 71236 AZNLETS20
TXT
No record found. Please note that the IFTA, Inc database returns only revoked vehicles
```



## 36. State Warrant Transactions (SWQ/SWR)

### 36.1. Overview

The purpose of the state warrant transaction is to request state warrant information on a subject. A uniform service interaction profile for wanted persons, which will include less than felony warrants, is the goal while incorporating these models/capabilities into technical specs for broad adoption among all of the states. Records may be requested using any of the following indices:

- Name and Date of Birth
- FBI Number
- Social Security Number
- Miscellaneous Number
- Operator License Number

Only one set may be used per inquiry. In other words, if an inquiry is made on the social security number, the user cannot include other fields in the inquiry. Sex and race are optional fields for each query.

While no one questions the power of NCIC's warrant file, not all warrants are centrally located there. Many warrants reside only at the state level. Using this Nlets capability, officers gain access to all state warrants across state lines, including those not entered into NCIC. All felony and misdemeanor warrants held at the state level will be returned to the officer. This information will increase officer safety and provide critical information for investigators.

### 36.2. HELP File

To obtain explanatory or supplementary information on a state's warrant file, a user may send an Administrative Message to xxSWQHELP, where xx = the 2-character state code.

A user may obtain a list of states participating in state warrant transactions by sending an Administrative Message to NLSWQHELP.

### 36.3. Examples

Example 1: State warrant query by name and date of birth:

```
SWQ.AZNLETS20.AZ.TXT  
NAM/SMITH,JOHN.DOB/19500101.SEX/M.RAC/W
```

Example 2: State warrant query by FBI number:

```
SWQ.AZNLETS20.AZ.TXT  
FBI/123456789
```

Example 3: State warrant query by miscellaneous number:

**SWQ.AZNLETS20.AZ.TXT  
MNU/12-123456789**

Example 4: State warrant query by social security number:

**SWQ.AZNLETS20.AZ.TXT  
SOC/123456789**

Example 5: State warrant query by driver license number:

**SWQ.AZNLETS20.AZ.TXT  
OLN/AZ12345**

Example 6: State warrant response:

**SWR.AZ0000000  
10:40 01/02/2011 31211  
10:40 01/02/2011 58613 AZNLETS20  
TXT  
\*\*\* THE FOLLOWING RECORD IS IN RESPONSE TO A STATE WARRANT QUERY  
AND IS FOR INFORMATION PURPOSES ONLY.  
PLEASE CONTACT THE ORI OF THE RECORD FOR ADDITIONAL INFORMATION.  
EXTRADITION IS NOT AUTHORIZED BASED ON THE SWQ.  
THIS TRANSACTION SEARCHED ONLY THE STATE DATABASE.  
FOR A NATIONAL SEARCH AND EXTRADITION AUTHORIZATION, USE NCIC. \*\*\***

**Record 1 of 1 Person Details Name: SMITH,JOHN  
DOB: 19500101 SSN: 123456789 POB: Race: W Sex: M  
Height: 600 Weight: 205 Eyes: GRN Hair: BRO  
FBI: OLN: AZ12345 OLS: OLY: Docket: 1111AA111111  
Mother: KATHY ROBERTS  
Father: MIKE SMITH  
Address: 1234 ANY STREET  
City: PHOENIX State: AZ Zip: 85000 Alias No.  
Last Name None  
First Name None  
Offense(s)  
NCIC No. Count Statute  
Description  
Code Level 1 1 111A/7  
ABUSE PREVENTION ORDER, VIOLATE c2 1111 M+  
09A A1  
Court WNO: 1111AA111111  
CJIS Ref: A1111111 Issue Date: 20100101  
OBTN:  
SID:  
PCF: 00000479738  
WAR: 1111111  
Offense Date: 20091122 Dept. OCA: 09-1111-AZ  
Place of Offense: ARIZONA Court Name: ARIZONA DISTRICT  
Complaint Date: 20090101 Wanting Dept: PHOENIX PD  
Remarks: FAILED TO PAY FINE/COSTS**

## 37. LEO Flying Armed Transactions

### 37.1. Overview

Effective November 15, 2008, for state and local law enforcement officers to fly armed the employing agency must send an Administrative Message to the Federal Air Marshal Service. A receipt with a unique alphanumeric identifier will be returned from TSA to the employing agency. This identifier shall then be verified at the airport on the day of travel. In addition to the unique alphanumeric identifier, the officer must present the Nlets message to the TSA agent.

Failure to provide the unique alphanumeric identifier may result in delays due to the additional verification requirements.

### 37.2. Questions

If you have questions or comments regarding the law enforcement officer flying armed program, please contact the Federal Air Marshal Service, Office of Flight Operations, Liaison Division at [leofa@dhs.gov](mailto:leofa@dhs.gov) or via telephone at 703-487-3100.

Robert S. Bray is the Assistant Administrator of the Office of Law Enforcement and the Director of the Federal Air Marshal Service.

### 37.3. HELP Files

To obtain a copy of the LEO Flying Armed HELP file send an Administrative Message to the destination NLFLYHELP.

### 37.4. Examples

Example 1: Sample agency message to TSA:

```
AM.PASO12345.VAFAM0199.*0008000001.TXT
LEOFA
NAM/SMITH, JOE.
AGY/ARIZONA POLICE DEPARTMENT.
BCN/BSO123456.
OFC/STATE.
NAO/WASHINGTON, GEORGE.
CRT/YES.
CPN/7031234989.
APN/2023456789.
EIT/PRISONER.
EIN/SMITH, JOHN.
NOA/AMERICAN AIRLINES.
FLN/AA1234.
DOF/122508.
DAP/DCA.
CAP/EWR.
FDA/BOS.
```

Example 2: TSA response message:

AM.VAFAM0199  
07:41 01/03/2011 05854  
07:41 01/03/2011 01488 AZNLETS20  
TXT  
FLYING ARMED LEO REQUEST APPROVED.  
YOUR UNIQUE LEOLANE IDENTIFIER IS: AAA11111  
NAME: SMITH, JOE  
AGENCY: ARIZONA POLICE DEPARTMENT  
BADGE/CREDENTIAL: BS0123456  
NAME OF AUTHORIZING OFFICIAL: WASHINGTON, GEORGE  
COMPLETED TRAINING: YES  
CELL PHONE: 7031234989  
ESCORTED INDIVIDUAL: SMITH, JOE  
DEPARTING AIRPORT: DCA  
CONNECTING AIRPORT: EWR  
FINAL DESTINATION AIRPORT: BOS  
AIRLINE: AMERICAN AIRLINES  
FLIGHT NUMBER: AA1234  
FLIGHT DATE: 122508  
PRINT OUT THIS REPLY AND PRESENT IT AT THE AIRPORT'S LEO LANE

## 38. National Center for Missing and Exploited Children

### 38.1. Overview

The United States Congress passed The Missing Children's Assistance Act in 1984 and then in 1990 the National Child Search Assistance Act (42 USC §§ 5771), thus establishing a national clearinghouse of information about missing and exploited children.

This clearinghouse was named the National Center for Missing and Exploited Children (NCMEC). A private, non-profit organization, NCMEC acts as a resource for searching parents and law enforcement professionals in their efforts to find and recover missing and abducted children. NCMEC also disseminates information to raise public awareness regarding the issues of child molestation, victimization, and sexual exploitation.

The NCMEC staff, many of them retired law enforcement personnel, provide the following types of services:

- 24 hour toll-free Hotline/Cyber Tip line (800-THE-LOST or 800-843-5678 or <http://www.cybertipline.com>) to accept reports of missing children as well as lead information on missing and sexually exploited children
- Photograph and poster preparation and distribution
- Age enhancement, facial reconstruction, and imaging/identification services
- Technical case assistance
- Educational materials and publications
- An internet website <http://missingkids.com>

In addition, as the national clearinghouse for missing children leads and sightings, NCMEC disseminates this information to state missing children's clearinghouses and to the appropriate investigation agencies on a daily basis. NCMEC has a special interest site in the FBI's Law

Enforcement Online (LEO) where law enforcement oriented information about NCMECs resources and training classes offered are available.

NCMECs international division assists parents and law enforcement personnel that are seeking help in preventing or resolving international child abductions.

NCMECs Exploited Children's Unit can provide technical assistance about child pornography, non-family sexual exploitation, Internet related, child prostitution, and sex tourism cases. The unit works with federal law enforcement agencies by collecting and disseminating leads in these types of cases.

### **38.2. Technical Assistance**

For technical assistance or additional information, law enforcement officers may contact:

**National Center for Missing and Exploited Children**  
699 Prince Street  
Alexandria, Virginia 22314-3175  
Phone: (703) 274-3900 or (800) 843-5678  
Fax: (703) 274-2110  
ORI: VA007019W

### **38.3. NCMEC Website**

Please visit NCMECs website at <http://www.missingkids.com> to learn more about NCMEC.

## **39. Access to Social Security Information**

### **39.1. Overview**

The Office of Investigation (OI) of the Office of the Inspector General (OIG), Department of Health and Human Services (HHS) has offered to provide assistance in verifying the validity of social security numbers. They and the Social Security Administration are adamant in their resolve to protect and preserve the confidentiality of social security account number information; therefore, the HHS Inspector General's offices will verify social security numbers only under special and very particular circumstances.

The OIG is responsible for the following:

- Investigating violations of social security law
- Defending against the unauthorized use of another's social security number
- The obtaining of a number based on false information
- The counterfeiting of social security cards

Should any of the Nlets members, in the course of their own investigations, become aware of any of the above described violations, they may contact the appropriate HHS-OIG-OI office to report it. Subsequent actions, such as entry into a joint investigation, will depend on the facts and circumstances of the individual case. Assuming that these conditions are met they can provide the following information:

- Nlets users may provide a social security number to one of the regional offices and they will verify if the number is valid
- Nlets users may provide a social security number and name and they will tell you if the number matches the name

This information is not available online nor are there terminals at the various HHS offices. The list that follows provides offices, contacts, and phone/FAX numbers. Users should address their request to the appropriate officer for their locale.

### **39.2. Office of Investigations Regional Offices**

<b>Region I:</b>
<b>Boston Field Office</b> <b>Serving: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont</b>
<b>Regional Inspector General for Investigations</b> <b>P.O. Box 8767</b> <b>Government Center Station</b> <b>Boston, MA 02114</b> <b>Telephone: (617) 565-2660 (FTS) 835-2660</b> <b>FAX: (FTS) 835-1084</b>
<b>Region II:</b>
<b>New York Field Office</b> <b>Serving: New York, New Jersey, Puerto Rico and Virgin Islands</b>
<b>Regional Inspector General for Investigations</b> <b>P.O. Box 3209</b> <b>Church Street Station</b> <b>New York, NY 10008</b> <b>Telephone: (212) 264-1691 (FTS) 264-1691</b> <b>FAX: (FTS) 264-6307</b>
<b>Region III:</b>
<b>Philadelphia Field Office</b> <b>Serving: Delaware, Maryland, Pennsylvania, Virginia and West Virginia</b>
<b>Regional Inspector General for Investigations</b> <b>P.O. Box 8049</b> <b>Philadelphia, PA 19101</b> <b>Telephone: (215) 596-6796 (FTS) 596-6796</b> <b>FAX: (FTS) 596-6037</b>
<b>Region IV:</b>
<b>Atlanta Field Office</b> <b>Serving: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee</b>
<b>Regional Inspector General for Investigations</b> <b>P.O. Box 2288</b> <b>Atlanta, GA 30301</b> <b>Telephone: (404) 331-2131 (FTS) 841-2131</b> <b>FAX: (FTS) 242-5490</b>
<b>Region V:</b>
<b>Chicago Field Office</b> <b>Serving: Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin</b>
<b>Regional Inspector General for Investigations</b> <b>P.O. Box 2197</b> <b>Chicago, IL 60690</b> <b>Telephone: (312) 353-2740 (FTS) 353-2740</b> <b>FAX: (FTS) 353-0147</b>

<b>Region VI:</b>
<b>Dallas Field Office</b> <b>Serving: Arkansas, Louisiana, New Mexico, Oklahoma and Texas</b>
<b>Regional Inspector General for Investigations</b> <b>Room 4E1-B</b> <b>1100 Commerce Street</b> <b>Dallas, TX 75242</b> <b>Telephone: (214) 767-8406 (FTS) 729-8406</b> <b>FAX: (FTS) 729-2039</b> <b>(314) 767-2039</b>
<b>Region VII/VIII:</b>
<b>Denver Field Office</b> <b>Serving: Colorado, Iowa, Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah and Wyoming</b>
<b>Regional Inspector General for Investigations</b> <b>P.O. Box 2692</b> <b>Denver, CO 80201</b> <b>Telephone: (303) 844-5621 (FTS) 564-5621</b> <b>FAX: (303) 844-2529</b>
<b>Region IX/X:</b>
<b>San Francisco Field Office</b> <b>Serving: Arizona, Alaska, California, Hawaii, Idaho, Nevada, Oregon, Washington, American Samoa, Guam and Trust Territory of Pacific Islands</b>
<b>Regional Inspector General for Investigations</b> <b>P.O. Box 42516</b> <b>San Francisco, CA 94101</b> <b>Telephone: (415) 556-8880 (FTS) 556-8880</b> <b>FAX: (415) 556-4161 (FTS) 556-9513</b>
<b>Washington, D.C.:</b>
<b>Washington Field Office</b> <b>Serving: Washington, D.C., Suburban Maryland and Virginia</b>
<b>Regional Inspector General for Investigations</b> <b>P.O. Box 23489</b> <b>L'Enfant Plaza Station</b> <b>Washington, D.C. 20026-3489</b> <b>Telephone: (202) 619-1900</b> <b>FAX: (202) 619-0160</b>

## 40. Alarm Exchange Transactions (ALQ/ALR)

### 40.1. Overview

The purpose of the alarm exchange transaction is to help provide a standard message key for electronically transmitting information between an alarm monitoring company and a Public Safety Answering Point (PSAP). There are three primary uses for this transaction:

- Initial notification of an alarm event
- Bi-directional update of status between an alarm monitoring company and the PSAP
- Bi-directional update of other events between an alarm monitoring company and a PSAP

This message key and its schema/format are endorsed by the Central Station Alarm Association (CSAA) as the standard for data exchange between alarm monitoring stations and PSAPs.

### 40.2. HELP Files

There currently is no HELP file for the alarm exchange transaction.

## 41. Law Enforcement Information Sharing Services (LEISS)

### 41.1. Overview

The purpose of the Law Enforcement Information Sharing Service (LEISS) is to facilitate the sharing of information from Immigration and Customs Enforcement (ICE) Pattern Analysis and Collection Core (ICEPIC) System databases with federal, state, and local law enforcement agencies. Improper use could result in suspension of complete termination of Nlets access.

### 41.2. LEISS General Purpose Message Key

A LEISS query transaction searches ICEPIC for person subjects to return complete biographic and biometric data on the subject. The information may be used for the following purposes:

- Assist with investigations
- Notify requesting officials of past criminal behavior
- Validate person subject key biographic and biometric information

### 41.3. Data Elements

Queries must contain person information, location information, a telephone number, or an identifier – only one from each type may be included. A successful query results in summary information (i.e., names, addresses, and dates of birth) that includes a unique identifier referred to as a Data Item ID. This ID can be used on a secondary search to retrieve more detailed information.

\*Note – adding additional elements to a search request does not have the usual outcome of narrowing or constraining the set of returned elements, rather, it could have the opposite effect of increasing the number of results returned. This is because the results are not coming directly from an operational relational database, nor a data warehouse, but actually from data results provided by a sophisticated tool that collects, analyzes, and resolves the data.

### 41.4. Responses

A structured search request returns summarized information about matching items, each of which includes a Data Item ID that can be used to initiate a retrieval of detailed information. This ID should be used in order to request details about the person subject.

Responses include information retrieved from ICEPIC, which consists of the biographical and biometric information obtained from individuals during DHS enforcement encounters or provided by individuals when applying for U.S. Immigration benefits or admission to the U.S.

Biographical data includes name, aliases, date of birth, phone numbers, addresses, and nationality.

Biometric data includes fingerprints and photographs.

Prior law enforcement encounter information consists of data related to an individual's case, including immigration history, alien registration information, and other identification or record numbers.



#### 41.4.1. Search Results

If matches to the search data are found the system will return any available information related to a person subject. The table below shows the possible types of information that may appear in search results:

Category	Information Type
Person	<ul style="list-style-type: none"> <li>• Alternate names, appearing either as a full name, or as a name composed of first, middle and last components</li> <li>• Birth dates</li> <li>• Country of citizenship codes</li> <li>• Eye color</li> <li>• Hair color</li> <li>• Heights</li> <li>• Name, appearing either as a full name, or as a name composed of first, middle and last components</li> <li>• Gender</li> <li>• Weight</li> <li>• Place of birth</li> <li>• Person status</li> <li>• Special instructions</li> </ul>
Location	<ul style="list-style-type: none"> <li>• Street address</li> <li>• Secondary street address</li> <li>• City</li> <li>• State</li> <li>• Country</li> <li>• Postal code</li> </ul>
Identifier	<ul style="list-style-type: none"> <li>• Passport number, possibly including effective date, expiration date or issuing source</li> <li>• Social Security Number</li> <li>• Driver's license, possibly including effective date, expiration date or issuing source</li> <li>• FBI identification</li> <li>• State fingerprint identification</li> <li>• Alien number</li> <li>• Admission number</li> <li>• Credit card number</li> <li>• IDENT FINS number</li> <li>• Petition number</li> <li>• Pilot's license number and license jurisdiction</li> <li>• SEVIS identification number</li> <li>• TECS Case identifier</li> <li>• TECS Subject identifier and optionally the subject creation date</li> </ul>
Vehicle	<ul style="list-style-type: none"> <li>• Vehicle identification</li> </ul>
Telephone	<ul style="list-style-type: none"> <li>• Telephone number</li> </ul>
Email	<ul style="list-style-type: none"> <li>• Email address</li> </ul>

#### 41.4.2. Search Results Example

This table is a sample of the text that a user would receive back from a LEISS query:

Information Type	Sample Response Data
Message key. Originating Agency Identification (ORI)	GPR.VTICE0000
Date, time, and sequence received from ICE	09:58 11/23/2010 00276
Destination ORI	09:58 11/23/2010 00067 AZNLETS23
Nlets control field	*ABCDEFGHJ
Beginning of the payload of the message	TXT
Data Item ID	Data Item ID: 4;2010-11-23 12:01:05
Name	Name: MOUSE, MICKEY
Data Item ID	Data Item ID: 11;2010-11-23 12:01:05
Alternate Name	Name: MOUSE, MICKEY ARTIE
Date of Birth	DOB: 1973-03-03
Secondary Address	151 N Michigan Ave
	ChicagoIL60601-7506
	United States
Data Item ID	Data Item ID: 1;2010-11-23 12:01:05
Name	Name: MOUSE, MICKEY
Date of Birth	DOB: 1973-03-03
Address	1060 W Addison St
	ChicagoIL60613-4566
	United States

#### 41.4.3. Negative Responses

Any search request that fails to meet the search criteria requirements will cause a response message to be returned containing text that indicates the search criteria are not valid.

Any data item request that contains an incorrectly formatted Data Item ID will cause a response message to include text that describes the Data Item ID format requirements.

\*Note – Data Item IDs should not be stored for reuse later because they can become stale, meaning that new information arrived after the search/Data Item ID creation and that the results possibly changed. If a stale Data Item ID were submitted, a response will be received indicating that the ID is no longer valid. In such cases, obtain a new ID by re-running the search and then using the Data Item ID returned in the new search. In practice, stale IDs should occur rarely and would typically result only if the client system were to store Data Item IDs between the time of an initial search and submittal of the IDs for details.

Incorrect spelling may cause the query to result in zero results. If you zero results are obtained from a search, check the spelling of a person subject's name to ensure that it is correct.

#### 41.5. Examples

Example 1: LEISS query by name:

```
GPQ.AZNLETS20.AX.TXT
NAM/SMITH, JOHN.DOB/19500101.SEX/M
```

Example 2: LEISS query by location:

```
GPQ.AZNLETS20.AX.TXT
ADR/1234 ANY ST
```

Example 3: LEISS query by telephone number:

```
GPQ.AZNLETS20.AX.TXT
PHN/6025551234
```

Example 4: LEISS response:

```
GPR.VTICE0000
17:00 01/01/2011 11236
17:00 01/01/2011 91233 AZNLETS23
TXT
Data Item ID: 11111111;2011-01-01 19:00:20
Data Item Date: 2005-01-01
Reference ID: TECS SUBJECT ID : A111111111A11;2005-01-01 TECS CASE ID :
Data Owner: ICE Immigration and Customs Enforcement ICEPIC
Dissemination Criteria: white
Name: SMITH, JOHN
DOB: 1950-01-01
Data Item ID: 11111111;2011-01-01 19:00:20
Data Item Date: 2005-01-01
Reference ID: TECS SUBJECT ID : A1A11111111AAA;2005-01-01 TECS CASE ID :
Data Owner: ICE Immigration and Customs Enforcement ICEPIC
Dissemination Criteria: white
Name: SMITH, JOHN
DOB: 1950-01-01
Data Item ID: 11111111;2011-01-01 19:00:20
Data Item Date: 2005-01-01
Reference ID: TECS SUBJECT ID : A111111111AAA;2000-01-01 TECS CASE ID :
Data Owner: ICE Immigration and Customs Enforcement ICEPIC
Dissemination Criteria: white
Name: SMITH, JOHN
DOB: 1950-01-01
Location: 1234 Any St
Mesa, AZ 85000-0000
US

Law Enforcement Support Center: (802) 555-1234
WANTED PERSON INFORMATION IS NOT PROVIDED IN THIS DHS QUERY FORMAT.
PLEASE QUERY NCIC FOR RECORDS RELATING TO WANTS AND WARRANTS THAT MAY BE OUTSTANDING
```

## 42. LoJack Transactions (LE/LR)

### 42.1. Overview

All information about LoJack has been provided to Nlets by LoJack. More information about LoJack can be found on their website: <http://www.lojack.com>

LoJack is a stolen vehicle recovery system currently operational in 26 states. The LoJack system components include computer systems interfaced to law enforcement agencies in such a way that the entry of a stolen vehicle report by law enforcement will result in the activation of a LoJack unit in the stolen vehicle so the police can quickly find/recover the stolen vehicle.

When the stolen vehicle is activated, police vehicles equipped with LoJack tracking devices receive signal strength, direction, and a five character reply code from the stolen vehicle. When the police query on the five character reply code the law enforcement system returns the stolen vehicle report so they can identify and recover the vehicle in question. When the stolen vehicle report is canceled or cleared the stolen vehicle signal is automatically deactivated.

The destination for a LoJack transaction is "LJ."

The LoJack system requires a feed of NCIC vehicle file data from the participating state. This data is matched against a database of LoJack equipped vehicles. When there is a match by VIN the LoJack system responds to the entering agency with LoJack information and queries NCIC to determine the stolen/not stolen status.

In order to meet the NCIC requirements regarding secondary dissemination and still provide the stolen vehicle information needed for officer safety, the participating state will need to query NCIC and provide the NCIC response to the originator after the VIN and LoJack status is determined.

### 42.2. LoJack Transactions

LoJack Code:	Data Requirements:	Translation
EV	VIN, MAKE (VMA) and YEAR (VYR)	Entry of a vehicle into the database.
MV	VIN, License (LIC) and NCIC number (NIC)	Modify the record of a vehicle in the database.
LV	VIN, License (LIC) and NCIC number (NIC)	Locate the whereabouts of a vehicle. Activate or de-activation LoJack unit.
XV	VIN, License (LIC) and NCIC number (NIC)	Cancel the activation or de-activation of the LoJack unit.
CV	VIN, License (LIC) and NCIC number (NIC)	Clear the the activation or de-activation of the LoJack unit.
REPLY	5 character reply code for the stolen vehicle	Returns the stolen vehicle information from NCIC and the LoJack system send a Speed-up message to the stolen vehilce for easier tracking.
CHECK	5 character reply code for the stolen vehicle	Performs an emergency update to the LoJack database, if a vehicle is stolen before the information can be entered normally into the LoJack database.
QUIET	5 character reply code for the stolen vehicle	Turns off the LoJack signal, even though the vehicle is still entered as stolen. Used mostly for surveillance.

The LoJack system will respond to each "LE" or "LQ" message with an "LR" response regardless if the vehicle is a LoJack vehicle or not.

If the VIN matches a LoJack vehicle, there are two responses. The first says that NCIC is being queried and the second returns the NCIC result.

Records that match LoJack vehicles are used to activate or deactivate the LoJack unit in the stolen vehicle. The state system can validate the stolen vehicle file record and then send a message to LoJack or wait for an NCIC acknowledgement before sending the record to the LoJack system.

When entering a stolen vehicle, the state needs to send a VIN, VMA, VYR. This information is needed to activate or deactivate the associated LoJack unit. The LoJack system will query NCIC by VIN. The response is used to determine that the VIN is stolen in NCIC and to populate a NIC field to use in the locate, cancel, or clear transaction.

States need to send all locate, cancel, and clear transactions to the LoJack system so it can deactivate the associated LoJack unit(s). The LoJack system will query NCIC by VIN and determine that the VIN is no longer stolen in NCIC.

### **42.3.     *Query, Check, and Quiet Reply Codes***

#### **42.3.1. Query**

Query uses the word “REPLY” in the LoJack message. When a police officer in a LoJack equipped police vehicle picks up a stolen vehicle signal it displays a unique number on the screen. A query on this reply code returns the stolen vehicle information from NCIC and the LoJack system send a speed-up message to the stolen vehicle for easier tracking.

#### **42.3.2. Check**

Sometimes a vehicle is stolen before the LoJack information is in the LoJack database. The easiest solution is for LoJack to add the information to the LoJack database with an emergency update. LoJack would provide the reply code to a police agency. Then the police can run the reply code as a “CHECK,” which causes the unit in the vehicle to activate if the record is a stolen vehicle in NCIC.

#### **42.3.3. Quiet**

Sometimes the police want to turn the LoJack signal off even though the vehicle is still entered as stolen. A “QUIET” command was developed for surveillance and is used by police in many jurisdictions. This function should be limited to a few agencies/stations (e.g., specialized auto theft squads who would organize surveillance). The function should not be available to all departments, as a mistake would cause the deactivation of a stolen vehicle transmitter.

### **42.4.     *HELP File***

There currently is no HELP file for LoJack transactions.

## 42.5. Examples

Example 1: Entry message (EV) sent to LoJack:

```
LE.AZNLETS20.LJ.TXT
LOJACK.EV.AZNLETS20.....111111XXX111.2000.INGS.CE.AI.BGE/ONG.20120101.
200000000000X000...TAKEN IN BURGLARY /MODEL 185.
```

Example 2: Response from LoJack on an entry message:

```
LR.MAMSP0043
09:00 01/01/12 12345
09:00 01/01/12 12345 AZNLETS20
TXT
VEHICLE ENTERED IS FOR A KNOWN INSTALLED LOJACK UNIT
QUERY IS BEING SENT TO NCIC TO DETERMINE VEHICLE STATUS FOR
VIN:200000000000X000
```

Example 3: Modify (MV) message sent to LoJack:

```
LE.NLETS20.LJ.TXT
LOJACK.MV.AZNLETS20.NIC/X111111111.OCA/12-000000.
MIS/NINJA 250 WITH A BLACK GAS TANK
```

Example 4: Modify response from LoJack:

```
LR.MAMSP0043
09:00 01/01/12 12345
09:00 01/01/12 12345 AZNLETS20
TXT
LOJACK.
VEHICLE MODIFIED IS FOR A KNOWN INSTALLED LOJACK UNIT
QUERY IS BEING SENT TO NCIC TO DETERMINE VEHICLE STATUS FOR
VIN:AA1AA1AA11111111
```

Example 5: Confirmation of stolen vehicle response from LoJack:

**LR.MAMSP0043**  
**09:00 01/01/12 12345**  
**09:00 01/01/12 12345 AZNLETS20**  
**TXT**  
**LOJACK.**  
**MODIFIED LOJACK UNIT IS BEING ACTIVATED**  
**NCIC INDICATES THAT VEHICLE IS STOLEN**  
**VIN = AA1AA1AA111111111**  
**NIC = X111111111**

**MKE/STOLEN VEHICLE - HOLD FOR LATENTS**  
**ORI/AZNLETS20**  
**VIN/AA1AA1AA111111111 VYR/2010**  
**VMA/SUZI VMO/CYL VST/MC VCO/BLK/YEL DOT/20120101**  
**OCA/AA11-11-11111**  
**VLD/20120101**  
**MIS/HOLD FOR FINGERPRINT PROCESSING IN MARICOPA COUNTY**  
**MIS/ONLY, VM0/XXXX111, 1X111, JOHN SMITH, RPTR JOHN SMITH, 602-555-1234,**  
**MIS/602-555-1234**  
**NIC/X111111111 DTE/20120101 1000 EDT DLU/20120101 1000 EDT**  
**ORI IS PHOENIX PD 602 555-1234**  
**IMMED CONFIRM RECORD WITH ORI**

Example 6: Locate (LV) message sent to LoJack:

**LE.AZNLETS20.LJ.TXT**  
**LOJACK.LV.AZNLETS20.LIC/XX11111.OCA/111111111.20120101.09000000**

Example 7: Cancel (XV) message sent to LoJack:

**LE.AZNLETS20.LJ.TXT**  
**LOJACK.XV.AZNLETS20.NIC/X111111111.OCA/11-11111.20120101**

Example 8: Clear (CV) message sent to LoJack:

**LE.AZNLETS20.LJ.TXT**  
**LOJACK.CV.AZNLETS20.NIC/X111111111.**  
**OCA/X11-11111.20120101.AZ0000000**

Example 9: A deactivate response sent from LoJack:

**LR.MAMSP0043**  
**09:00 01/01/2012 12345**  
**09:00 01/01/2012 12345 AZNLETS20**  
**TXT**  
**LOJACK.**  
**LOJACK UNIT IS BEING DE-ACTIVATED**  
**NCIC INDICATES THAT VEHICLE IS NOT STOLEN**  
**VIN = 1XXXX11X11X111111**

**NO RECORD VIN/1XXXX11X11X111111**

Example 10: Query message sent to LoJack:

```
LE.AZNLETS20.LJ.TXT  
LOJACK.REPLY.XXX11
```

Example 11: A reply response from LoJack:

```
LR.MAMSP0043  
09:00 01/01/2012 12345  
09:00 01/01/2012 12345 AZNLETS20  
TXT  
LOJACK.  
LOJACK REPLY CODE = XXX11  
LOJACK REPLY CODE IS FOR A KNOWN UNIT  
QUERY BEING SENT TO NCIC TO DETERMINE VEHICLE STATUS FOR  
VIN:XXXXX11X111111111
```

Example 12: Check message sent to LoJack:

```
LE.AZNLETS20.LJ.TXT  
LOJACK.CHECK.XXX11
```

Example 13: Quiet message sent to LoJack:

```
LE.AZNLETS20.LJ.TXT  
LOJACK.QUIET.XXX11
```